[Insert University Letterhead]	[Insert University Information]
[Date]	
This letter is to certify the status of [Insert Student's Name] at the [Insert University Name].	
Currently Enrolled	
Not Enrolled	
In Good Academic Standing	
Academic Probation for the first term, but eligible to continue	
Sincerely,	
[Insert Records Office Name]	
[Insert Official Signature or Stamp]	