

# Letterhead of the University with full Name and Logo

STREET ADDRESS, CITY, ST ZIP CODE  
PHONE: (585) 555-0125 | WEB SITE ADDRESS

**(Date)**

To Whom it May Concern:

As per records in our files it is hereby certified that the student **(Full name of the student, DOB)** graduated from **(university name)** with the degree \_\_\_ **(complete degree name)** on \_\_\_**(date of graduation)** .

As per records in our archives **(cross out what does not apply)** a photocopy of the graduation diploma is hereby attached / a photocopy of the graduation diploma is no longer available in our files / a graduation diploma has not been printed yet and will be available on .....

On request of the student and for the purpose of accreditation in Italy, attached is the academic transcript.

Sincerely,

**[Name]** \_\_\_\_\_, Registrar

(Signature) \_\_\_\_\_

(Acknowledgement of the identity of the signer by Notary)

On this day **(date)**, before me came **(full name and title of the school authority signing)**, known to me to be the individual who executed the foregoing instrument .

State of **(name of the State)**  
County of **(name of the County)**  
Notary commission expires on **(date)**

**(seal of the Notary and signature)**

# Letterhead of the School with full Name and Logo

STREET ADDRESS, CITY, ST ZIP CODE

PHONE: (585) 555-0125 | WEB SITE ADDRESS

(DATE)

To Whom it May Concern:

Attached is the academic transcript of **(Full name of the student, DOB)** for the school year **(school year/s)**.

As per records of this school this student graduated on **...(date of graduation)**.

**(Cross what does not apply)** Photocopy of the diploma is also attached / Photocopy of the diploma is no longer in our records, diploma has not been printed.

Scale of the grading system adopted by this school is **(both numerical and letter grades)**:

.....

Passing grade is **(numerical and letter)** and maximum grade is **(numerical and letter)**.

Sincerely,

**[Name]** \_\_\_\_\_, Registrar

*(Acknowledgement of the identity of the signer by Notary)*

On this day **(date)**, before me came **(full name and title of the school authority signing)**, known to me to be the individual who executed the foregoing instrument .

State of **(name of the State)**

County of **(name of the County)**

Notary commission expires on **(date)**

**(seal of the Notary and signature)**

## NOTE FOR THE NOTARY

### How does a notary identify a signer?

A notary identifies a signer by carefully examining the identification presented by that person and comparing the signatures the person has made on the document with the signature on the identification or by personal knowledge. Proper "ID" should include a photograph and signature such as a driver's license or passport. It is also considered sufficient identification if, under oath, a credible witness personally known to the notary public identifies the person.

### Can a notary notarize their own signature or the signatures of relatives?

A notary cannot notarize his or her own signature. A notary is to be an impartial witness. The law does not forbid notaries from notarizing the signatures of relatives. However, if the notarized document was ever the subject of a court suit, a judge might determine the notary was not an impartial witness.