[Your school’s letterhead]  
[Place, date (dd-mm-yyyy)]  
  
  
To whom it may concern,  
  
We hereby certify that **[Student’s Full Name]**, born on [dd-mm-yyyy], is currently a student at [name of the school, place, country] and is expected to graduate with the **[Name of the Official Diploma in the original language]** on [dd-mm-yyyy]. The student is expected to perform the **[Official Mathematics Exam Name]** on [dd-mm-yyyy] and the **[Official Second Entrance Exam Name]** on [dd-mm-yyyy].

The student has the following grades:

|  |  |  |
| --- | --- | --- |
|  | **Educational system grading scale**  [E.g.: 10/15] | **Equivalent grade in the Portuguese system grading scale** (0-20)\*  [E.g.: 15,2/20] |
| **Current Secondary Education Average**  [up to the moment of application] |  |  |
| **Expected Secondary Education Average** [at date of graduation] |  |  |
| **Predicted Mathematics Exam Grade** |  |  |
| **Predicted Second Entrance Exam Grade** |  |  |

\*Students who attend international Schools in Portugal are required to fill in the column with the Portuguese conversion grade.

Signed by,

[Name & Signature]

[Title]

[Email address]

[Stamp of school]