

SAMPLE
+School Letterhead++

Date: dd/mm/yyyy (Issued within the recent month of application date)

The Visa officer-in-charge
Taipei Representative Office in Singapore
460 Alexander Road #23-00
Singapore 119963

SUBJECT: Application For (delete where applicable) single/ multiple tourist visa for _____
(name of visa applicant)

This serves to certify that the below named visa applicant is a student of our school. The visa applicant currently enrolled in the <course/program name> schedule for completion in <month, year>

Full Name: <STUDENT'S NAME>

Nationality: <NATIONALITY>

Passport No: <PASSPORT NO>

The above-named student will be going to Taiwan for (delete where applicable) ***vacation/ *school trip/ *exchange programmed** from dd/mm/yyyy to dd/mm/yyyy. (IF for school trip please explain the purpose of the school trip).

***Select the appropriate paragraph(s) below:**

* We wish to confirm that the trip will have no impact on the course schedule as it will take place during school vacation from dd/mm/yyyy to dd/mm/yyyy.

*We wish to confirm that official time off has been granted to the students from dd/mm/yyyy to dd/mm/yyyy as the trip will coincide with the course term.

*We wish to confirm that the trip is part of the course curriculum.

*All expenses to be incurred during this trip will be borne by the (delete where applicable)
***school/*student/*parent.**

<SIGNATURE OF SCHOOL ADMINISTRATOR>

<FULL NAME>

<DEPARTMENT/DESIGNATION>

<CONTACT NUMBER>