

## Sample Financial Guarantee and Parental Support Letters

Please refer to the **samples below as guides** on the types of letters required for the financial guarantee. These are samples only. You should contact your financial institution or sponsors about preparing letters using the type of formats shown below. It is very important that the amount that you are required to show be specifically stated within the letter. Simply having a bank write that you or your parents have sufficient funds will not be accepted unless the designated amount is mentioned or unless the amount of savings is clearly shown.

### *Sample #1 – account is in student's name*

Date: \_\_\_\_\_

Mr./Ms. STUDENT NAME has the sufficient funds to cover the \$ \_\_\_\_\_ (U.S. dollars) estimated costs to attend Penn State University.

Bank Official Signature: \_\_\_\_\_

### *Sample #2 – account is in the parent's/guardian's name. This must be accompanied by a parental support letter.*

Date: \_\_\_\_\_

Mr./Mrs. PARENTS' NAMES have sufficient funds to cover the \$ \_\_\_\_\_ (U.S. dollars) estimated costs for their child – STUDENT NAME – to attend Penn State University.

Bank Official Signature: \_\_\_\_\_

### *Sample #3 – Institutional guarantee – the institution's letter must include the following information*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Name of Home Institution: \_\_\_\_\_

Dollar Amount of Support Provided: \_\_\_\_\_

The above-named student will be sent to Penn State under the terms of the student exchange agreement. We agree to cover \$ \_\_\_\_\_ of the estimated personal expenses for the student while he/she participates in the exchange program.

Printed Name of University Official: \_\_\_\_\_

University Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official's Title: \_\_\_\_\_

### *Sample - Parental Support Letter is required if a parent/guardian is providing the financial guarantee.*

Date: \_\_\_\_\_

I/We agree to provide financial support to my/our child – STUDENT NAME – for the expenses not included in the exchange agreement while he/she participates in the Penn State exchange program. A letter from my/our bank is enclosed.

Name: \_\_\_\_\_ Signature(s): \_\_\_\_\_