Sample Letter for College Students Applying to TeachNYC

The letter below details the information the New York City Department of Education requires from current students applying to be a teacher. Please pay attention to the items in bold. The items in ***green italics*** are for out-of-state students.

[Letter must be on college or university letterhead]

Date

To Whom It May Concern:

The letter serves to confirm that [insert applicant name] is in **good standing in a New York State** (***out of-state program***) **approved program of study** leading to the degree of [insert program/subject area]. The expected date of degree conferral is [insert date]. Based on this student's progress, [he/she] is on track to complete all program requirements - coursework, testing, workshops, and field experience - as outlined by both the New York State (***your state***) Education Department and [insert university name]. We expect to recommend [him/her] for New York State (***your state***) certification, effective September 1, 2016. (*Out-of-state applicants only:* ***The type and level of this certificate will be [insert type and level***]).

Sincerely,

[insert name]
[insert title]
[insert university]