

# Letter of Guarantee

## Application for Graduate/Attendance Certificates

Date: ...../...../.....  
 To: International Exam Administration Office  
 Vienna Music Examination Board

We hereby certify and warrant that all students submitted have successfully completed the early childhood music education program based on the Board's ECME program structure and course syllabus, and the program was conducted by VMEB Certified ECME Trainer(s) at our VMEB Certified ECME Training Centre.

We further warrant that all information provided by us are true and accurate, and we hereby apply the graduate and/or attendance certificate(s) for the students.

Please specify the total number of certificates applying in each level.

Type of Certificate	Level 1	Level 2	Level 3	Level 4	Level 5	Total no. of certificates
Attendance Certificate						
Graduate Certificate						

CTC#: .....

VMEB Certified ECME Training Centre: .....

.....  
 Authorized signature

.....  
 Date

.....  
 Name of Signatory

.....  
 Position of Authorized Signatory

### Required Documents & Fee:

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1. Letter of Guarantee
  2. Instructor Report
  3. Copy of students' ID card or passport or birth certificate (with full name in English and date of birth)
  4. Certificate fee