



## E-mail - Your College Explains Ranking System

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**(All our students will have access to this material)**

B-SCHOOL NAME (to which you will apply)  
Admissions Commission  
Subject: grade system and ranking

### Introduction

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Dear members of the Admission Office,

### Presentation

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Dear Sirs,	NAME OF CITY, MONTH, DAY, YEAR.
YOURNAME graduated in COURSE NAME from our college/university and at his/her request, I am sending you the information that follows.	SUBJECT: Undergraduate Course Marking System
	Scores for the undergraduate courses in this Institution are on a decimal scale and therefore cannot simply be converted into the 0-4 range of the traditional GPA from US institutions.

### Development

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At YOUR COLLEGE NAME, grades are given on a decimal scale, ranging from 0 to 10. Our average passing grade is X. On the basis of this information we analyzed the grade performance of all students from the class of Mr./Miss YOURNAME, who studied in our institution from XXX to XXX, and since his/her average grade was XXX, he could be considered top X % of the class, when compared with his classmates.	The school uses a continuous mark grading system from 0.0 to 10.0 where below 5 is a fail. The score is individual and does not consider the student's position within a group or any other forced choice distribution. Scores are the result of marks, which are given for exercises, papers, presentations, exams, and final paper. Teaching staff can be severe in their marking and it is not unusual for a good student to have to repeat a specific course in order to obtain a satisfactory passing grade. In case of failure, the same is recorded on the student's academic record. Please note that this is not customary in most other universities in Brazil, in which course scores included once a pass has been achieved. This can lead to a disadvantage in the general appearance of a student's transcript.
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### Action

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YOUR COLLEGE NAME, where I am the POSITION HE/SHE HOLDS, does not have an official system to rank students according to the grades obtained in their courses.	YOURNAME, who has requested us to provide this letter, is a former student of this school, earned a XXX as final average grade.
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## Closing

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If you need any other information, please do not hesitate to contact me.

NOME COMPLETO  
CARGO  
TELEFONE  
EMAIL

Papel Timbrado da escola na impressão.

We would like to inform that the undergraduate office will be pleased to provide your institution with any other information required about the school, its courses, and grading system.

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NOME DO RESPONSÁVEL  
CARGO/POSITION