

Date: _____

To Whom It May Concern,

On request of _____, with the national ID card number _____ and born on _____, we are sending you this official document as an annex to the transcript.

Below you will find an overview of the grading system at the International Business College Mitrovica (IBCM) in order to assist in interpreting the student's academic performance.

IBCM Grading System

Performance	Excellent Performance	Very good Performance	For a good Performance	Fair Performance	Adequate Performance	Inadequate Performance	
Grading Percentage	> 95%	85% - 95%	75% - 85%	65% - 74%	55% - 64%	< 55%	No Exam / Plagiarism
Grade according to the ECTS Credit System	A	B	C	D	E	Fx	F
IBCM Grade	12	10	7	4	2	0	-3
Kosovo Standard/equivalence of IBCM grade	10	9	8	7	6	5	N/A

The student listed above has completed their IBCM studies with a grade point average (GPA) of _____ on the IBCM grading scale.

With kind regards,

