

Date: <<day in numbers>> <<month in letters>> <<year in numbers>>
Ref: SAO/<<initials of author in capital letters>>
Telephone: 9479 xxxx
Email: <<email of author>>@latrobe.edu.au

Student No: <<student number>>

TO WHOM IT MAY CONCERN

Re: Letter of Completion and Awarding of Advanced Standing

This is to verify that <<title in bold>> <<given name/s in bold>> <<family name in capital letters and bold>> has successfully completed a <<name of degree>> in the Faculty of <<Faculty>> at La Trobe University.

The <<name of degree>> consists of (X) years of full-time study, for a total of (XXX) credit points. <<title>> <<family name>> completed the <<name of degree>> under a joint initiative with <<Name of Chinese University>> and La Trobe University.

Students completing the two-year Diploma of <<Title of Diploma>> in China as part of this program are eligible for at least one year of Advanced Standing (120 credit points) towards their (X)-year degree.

<<Number in words>> credit points of Advanced Standing awarded was for "Unspecified" <<year level & type of units>> units.

<<Number in words>> credit points of Advanced Standing awarded was 'Specified', that is the unit/s of study undertaken in the <<previous course title>> have been assessed as equivalent to the following units of study offered at La Trobe University:

<<LTU unit code>> <<LTU unit title>> (XX credit points)

<<title>> <<family name>> enrolled in the <<degree>> on <<commencement day in numbers>> <<commencement month in letters>> <<commencement year in numbers>> and fulfilled all requirements of the course, i.e. qualified for admission to the degree on <<completion day in numbers>> <<completion month in letters>> <<completion year in numbers>>. <<title>> <<family name>> is eligible to attend a graduation ceremony on <<graduation day in numbers>> <<graduation month in letters>> <<graduation year in numbers>>.

The language of instruction of this course was English. Throughout the duration of <<his or her, depending on gender>> studies <<title>> <<family name>> was enrolled in a full time study load.

<<name of author>>
<< title/job description of author>>