

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

This is to verify that <<title in bold>> <<given name/s in bold>> <<family name in capital letters and bold>> enrolled in the <<degree>> in the Faculty of <<Faculty>> at La Trobe University on <<commencement day in numbers>> <<commencement month in letters>> <<commencement year in numbers>>.

The <<degree>> consists of (X) years of full-time study, for a total of (XXX) credit points. Since commencing the course <<title>> <<family name>> has successfully completed (X) units equivalent to a total of (XXX) credit points.

The successful completion of (X) units (xxx credit points) of the <<degree>> may be regarded as the equivalent of the <<title of nested qual>>. <<title>> <<family name>> completed sufficient credit points to satisfy all the requirements for the <<title of nested qual>> on <<completion day in numbers>> <<completion month in letters>> <<completion year in numbers>>.

Please note however that University regulations do not permit the formal awarding of nested qualifications if a student continues to study in the higher level program.

<<title>> <<family name>> will continue studies in the <<current course titles>> in <<current 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.

Please don't hesitate to contact me should you have any queries.

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