

**Example 6: Completion Letter for PR &
Graduation combined - including
course transfer information
(TWIMC02+G)**

Date: 01 July 2006
Ref: SAO/ABC
Telephone: 9479 xxxx
Email: ABC@latrobe.edu.au

Student No: 123456789

TO WHOM IT MAY CONCERN

This is to verify that **Mr John CITIZEN** has successfully completed a Master of Information Technology in the Faculty of Science Technology and Engineering at La Trobe University.

The student originally enrolled in the Master of Computer Science on 23 June, 2006. On the 23 July Mr Citizen transferred from the Master of Computer Science to the Master of Information Technology.

Mr Citizen fulfilled all requirements for the Master of Information Technology on 10 September, 2007.

OR – if student qualifies by doing an alternate exit:

Having fulfilled the requirements for the Graduate Diploma in Computer Science, Mr Citizen was permitted to take an Alternative Exit and qualify in the Graduate Diploma in Computer Science on 10 September, 2007.

Mr Citizen is eligible to attend a graduation ceremony on 12 October, 2008. The language of instruction of these courses was English. Throughout the duration of his studies Mr John Citizen 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**>>