

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 a total of (X) units (xx credit points) of study at La Trobe University and was granted (X) credit points of Advanced Standing.

The Advanced Standing was granted in recognition of prior studies <<title>> <<family name>> completed as part of the <<Previous Degree/course title>> from the <<Previous University/Institution, Country>>.

The Advanced Standing awarded was for (X) "Unspecified" <<year level & type of units>> units.

The 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.

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

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