

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>> is currently enrolled on a full-time basis as a fee paying Study Abroad Student at La Trobe University for Semester <<number of semester>>, <<current year>>.

The Welcome Festival (orientation) for new international students ran from 13 February until 17 February 2006.

The Semester 1, 2006 teaching period ran from 27 February 2006 until 2 June 2006, followed by the official examination period which finishes on 29 June 2006.

Please do not hesitate to contact me should you have any queries.

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