

SAMPLE – NOT FOR OFFICIAL USE

Singapore Standard Letter

Day Date

VERIFICATION OF AWARD

Student Name:

Student ID:

Date of Birth:

This is to verify that **STUDENT NAME** has successfully completed all of the requirements of the following Award at the University of Newcastle.

Award Name	Completion Date

The student commenced the **Program** in **Month, Year** and was enrolled as a **full-time/part-time student**.

Degrees offered by the University of Newcastle are taught and assessed in English.

The University of Newcastle is in partnership with **Private Education Institution Name** in Singapore.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-Enrolments@newcastle.edu.au if you have any further enquiries.

Regards,

Yours sincerely,



John Radvan

Academic Division General Manager and Academic Registrar

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Day Date

VERIFICATION OF ENROLMENT

Student Name:

Student ID:

Date of Birth:

This is to confirm that **STUDENT NAME** is enrolled **full-time/part-time** at the University of Newcastle.

The student commenced the **Program** in **Month, Year** and has received **Number of Units** of credit exemption for the following courses.

Course		Unit Value
Course code	Course name	
Course code	Course name	
Course code	Course name	

He/She has successfully completed the following courses.

Course		Unit Value	Term Dates
Course code	Course name		May – Aug 2017
Course code	Course name		May – Aug 2017
Course code	Course name		Aug - Dec 2017
Course code	Course name		Aug - Dec 2017

STUDENT NAME is currently enrolled as follows.

Course		Unit Value	Term Dates
Course code	Course name		Jan – Apr 2018
Course code	Course name		Jan – Apr 2018
Course code	Course name		Jan – Apr 2018
Course code	Course name		Jan – Apr 2018

STUDENT NAME will be awarded the degree upon completion of the above courses.

The University of Newcastle is in partnership with **Private Education Institution Name** in Singapore.

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Regards,

Yours sincerely,



John Radvan
Academic Division General Manager and Academic Registrar

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Day Date

TO WHOM IT MAY CONCERN

Student Name:

Student ID:

Date of Birth:

This is to confirm that **STUDENT NAME** is currently enrolled **full-time/part-time** in the **Program Name** at the University of Newcastle. **STUDENT NAME** commences his/her studies in **Month, Year** and is now studying **Number of Courses**.

Each module requires student to commit heavily beyond the lecture/tutorial contact time to enable them to participate more fully in class-presentations, assessments and assignments. The examination period for his/her **Current Term** courses is scheduled between **Examination Period Dates**.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-Enrolments@newcastle.edu.au if you have any further enquiries.

Regards,

Name
Position Title

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TO WHOM IT MAY CONCERN

This is to confirm that the following student commenced study in the **Program Name** on **Date of Commencement**. The student is currently in his/her Final Year of the program.

Name:

Student ID:

Gender:

Date of Birth:

Nationality:

Program Name is a 3-year program (9 Trimesters) including the Industrial Experience. If the student meets all the program requirements, he/she is expected to graduate in **Year**.

One of the requirements for the award of the Bachelor of Engineering is the completion of a 12-week Industrial Experience program which the student is required to undertake.

The University of Newcastle is in partnership with PSB Academy Singapore, and the Bachelor of Engineering program is taught completely face-to-face in Singapore.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-Admissions@newcastle.edu.au if you have any further enquiries.

Regards,

Name

Position Title

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CERTIFICATE OF PARTICIPATION

Student Name:

Student ID:

Date of Birth:

This is to certify that **STUDENT NAME** is enrolled **full-time/part-time** in the Bachelor of Environmental and Occupational Health and Safety program at the University of Newcastle.

The student has successfully completed the following course(s).

Course(s)	Term	CPD Program Code	SDUs Awarded
Course Code – Course Name			

Bachelor of Environmental and Occupational Health and Safety program is taught face-to-face in partnership with PSB Academy, Singapore.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-Enrolments@newcastle.edu.au if you have any further enquiries.

Regards,

Name
Program Convenor

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TO WHOM IT MAY CONCERN

This letter is to advise that **STUDENT NAME (STUDENT NUMBER)** was a **full-time/part-time** student at the University of Newcastle, Australia. The student has completed his/her studies in **Year** and would like to invite family member(s) to attend the Graduation ceremony. The University's Graduation ceremony will be held on **Date** in Singapore at **Venue**.

The student's family member(s)' details are as follows:

Name:
Relationship:
Date of Birth:
Passport No.:
Address:

Name:
Relationship:
Date of Birth:
Passport No.:
Address:

I would be grateful for any assistance you can provide to this student in the arrangements for their visa.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-StudentCentral@newcastle.edu.au if you have any further enquiries.

Regards,

Name
Position Title

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Date:

VERIFICATION OF GRADE POINT AVERAGE

Student Name:

Student ID:

Date of Birth:

This is to verify that **STUDENT NAME** has successfully completed the academic requirements of the following Award at the University of Newcastle.

Award Name	Completion Date

On completion of the **PROGRAM NAME**, the student had a Grade Point Average (GPA) of **XX** on a 7-point grading scale, where 7 is the highest and 0 is the lowest level of achievement. The GPA is weighted only in relation to the unit value of courses, includes Fail grades (number of units x 0) and does not usually include Ungraded Pass grades. The University's grading scale and unit weightings for courses can be found on the student's academic transcript.

Please note that Australian Universities do not have a uniform grading scale or GPA calculation and this GPA may not be comparable to GPAs from other institutions.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-Enrolments@newcastle.edu.au if you have any further enquiries.

Regards,

Name
Position Title

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Date:

ELIGIBILITY TO COMPLETE

Student Name:

Student ID:

Date of Birth:

This letter is to confirm that **NAME** is enrolled in the **DEGREE** at the University of Newcastle. This program consists of **XX** units of study.

NAME has successfully completed **XX** units towards this award with **XX** units remaining.

Examination results for **TERM YEAR** are released on **DATE**. If the final **XX** units are successfully completed by this date, the student will qualify for graduation.

Please do not hesitate to call the University of Newcastle on the number listed below or email Singapore-Enrolments@newcastle.edu.au if you have any further enquiries.

Regards,

Name
Position Title