

# SAMPLE – NOT FOR OFFICIAL USE

## Singapore Standard Letter

### Verification of Award 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](mailto:Singapore-Enrolments@newcastle.edu.au) if you have any further enquiries.

Regards,

**Name**

For Professor Laura-Anne Bull

Pro Vice-Chancellor (Student Experience) and Academic Registrar

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## Singapore Standard Letter

### Verification of Award Letter

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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Verification of Award Letter

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Regards,

### **Name**

For Professor Laura-Anne Bull

Pro Vice-Chancellor (Student Experience) and Academic Registrar

# SAMPLE – NOT FOR OFFICIAL USE

**Singapore Standard Letter**  
National Service Deferment Letter

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](mailto:Singapore-Enrolments@newcastle.edu.au) if you have any further enquiries.

Regards,

**Name**

For Professor Laura-Anne Bull  
Pro Vice-Chancellor (Student Experience) and Academic Registrar

# SAMPLE – NOT FOR OFFICIAL USE

## Singapore Standard Letter

### Industrial Experience (IE) Verification Letter

Day Date

#### 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](mailto:Singapore-Admissions@newcastle.edu.au) if you have any further enquiries.

Regards,

**Name**

Position Title

# SAMPLE – NOT FOR OFFICIAL USE

## Singapore Standard Letter

Certificate of Participation for Continuing Professional Development (CPD)

Day Date

### 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](mailto:Singapore-Enrolments@newcastle.edu.au) if you have any further enquiries.

Regards,

**Name**

Program Convenor

# SAMPLE – NOT FOR OFFICIAL USE

## Singapore Standard Letter

Letter of Invitation (for Graduation Ceremony)

Day Date

### 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 [UONStudentCentral@newcastle.edu.au](mailto:UONStudentCentral@newcastle.edu.au) if you have any further enquiries.

Regards,

**Name**

Position Title