

SAMPLE LETTER ONLY – NOT FOR OFFICIAL USE



Date:

ELIGIBILITY TO COMPLETE

Student Name:

Student ID:

Date of Birth:

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

STUDENT 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 contact the Enquiry Centre on (02) 4921 5000 if you have any further queries.

Kind Regards,

PROGRAM ADVISOR NAME

For Professor Laura-Anne Bull

Pro Vice-Chancellor (Student Experience) and Academic Registrar

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