

<Date>

**VERIFICATION OF ENROLMENT**

**Student Name:** <Student Name>

**Student ID:** <Student ID>

**Date of Birth:** <dd/mm/yyyy>

This is to confirm that <student name> is enrolled <full time/part time> in the <Program Name> at the University of Newcastle.

The student received <number of units> of credit and commenced the program on <commence month and year>. He/She has successfully completed the following courses:

<b>Course</b>	<b>Unit Value</b>	<b>Term Dates</b>
<course code> <course name>		Jan – Apr 2010
<course code> <course name>		Jan – Apr 2010
<course code> <course name>		May – Aug 2010
<course code> <course name>		May – Aug 2010

The student is currently enrolled as follows:

<b>Course</b>	<b>Unit Value</b>	<b>Term Dates</b>
<course code> <course name>		Aug – Dec 2010
<course code> <course name>		Aug – Dec 2010
<course code> <course name>		Aug – Dec 2010
<course code> <course name>		Aug – Dec 2010

Should <student name> pass the four courses, then he/she will complete the program in <expected month and year of completion>.

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.

**Yours sincerely**

**<Insert Staff Name>**  
**For Ms Gail White**  
**Academic Registrar**

SAMPLE

<Date>

**VERIFICATION OF AWARD**

**Student Name: <Student Name>**

**Student ID: <Student ID>**

**Date of Birth: <dd/mm/yyyy>**

This is to verify that the above named student successfully completed the academic requirements of the following Award at the University of Newcastle.

<b>Award Name</b>	<b>Completion Date</b>
<Award name>	<Completion date>

The student commenced the <Program Name> in <commence month and year>.

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 contact the University of Newcastle on the number or email address listed below if you have any further enquiries.

**Yours sincerely**

**<Insert Staff Name>  
For Ms Gail White  
Academic Registrar**

**CERTIFICATE OF PARTICIPATION FOR CONTINUING PROFESSIONAL DEVELOPMENT  
PROGRAM – SAMPLE LETTER ONLY – NOT FOR OFFICIAL USE**



<Date>

**CERTIFICATE OF PARTICIPATION**

**Student Name:** <Student Name>

**Student ID:** <Student ID>

**Date of Birth:** <dd/mm/yyyy>

This is to certify that the above named student is enrolled 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):

<b>Course(s)</b>	<b>Term</b>	<b>CPD Program Code</b>	<b>SDUs Awarded</b>
<course code> - <course name>	Trimester 3, 2012	CPD/136/A1B/002	<number of units>

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 contact the University of Newcastle on the number or email listed below if you have any further enquiries.

Yours sincerely,

Dr Charles Lee  
Deputy Program Convenor

<Date>

**TO WHOM IT MAY CONCERN**

**Student Name: <Student Name>**

**Student ID: <Student ID>**

**Date of Birth: <dd/mm/yyyy>**

This is to confirm that the above named student is currently enrolled <full time/part time> in the <Program Name> at the University of Newcastle. <Student name> commenced his/her degree studies in <Month and Year> and is now studying <number of courses>.

Each module requires students 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's> courses is scheduled between <examination period dates>

Please do not hesitate to call the University of Newcastle on the number listed below or email at [singapore-enrolments@newcastle.edu.au](mailto:singapore-enrolments@newcastle.edu.au) if you have any further enquiries.

**Yours sincerely**

**<Insert Staff Name>  
For Ms Gail White  
Academic Registrar**