

Fees Office, Student Processes

Student Services Centre

The University of Newcastle

Callaghan NSW 2308

***<Date>***

Dear Colleague

**Faculty of**

**School of**

We confirm that ***<Student Name> <Student Number>*** will be attending ***< list the placement, excursion or other kind of overseas experience>*** in ***<location and country>***as an approvedcomponent of **<*list course code***> which the student is enrolled in (*list term of enrolment).*

The participation in this overseas experience, from **<*proposed commencement date>***to **<*proposed completion date>,***will directly contribute to the successful completion of **<*list course code***>

Yours Sincerely

……………………………………………….

Course Co-ordinator/Convenor