

CONFIRMATION OF ENROLMENT - SAMPLE LETTER ONLY



<Date>

CONFIRMATION OF ENROLMENT

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:

Course	Unit Value	Term Dates
<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:

Course	Unit Value	Term Dates
<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 PSB Academy Singapore, and the <Program Name> 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-enrolments@newcastle.edu.au if you have any further enquiries.

Yours sincerely

For Ms Gail White
Academic Registrar

VERIFICATION OF AWARD - SAMPLE LETTER ONLY



<Date>

VERIFICATION OF AWARD

Student Name:

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

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 PSB Academy Singapore, and the <program name> is taught completely face-to-face 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

**For Ms Gail White
Academic Registrar**

<Date>

TO WHOM IT MAY CONCERN

Student Name:

Student Number:

Date of Birth:

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 if you have any further enquiries.

Yours sincerely

**For Ms Gail White
Academic Registrar**