

SAMPLE LETTER ONLY – NOT FOR  
OFFICIAL USE

<Student Name>  
<Street Number & Name>  
<Suburb, State & Postcode>

**Proof of Attendance at a forthcoming Graduation Ceremony**

**Student ID:**

**Date of Issue:**

**Student Name:**

This is to verify that on <Completion Date> the above named student successfully completed all the academic requirements in the <Award Name> at Monash University.

The above named student is scheduled to attend the next available faculty graduation ceremony on <Forthcoming Graduation Date>.

Three guest tickets per ceremony will be issued per ceremony to each graduand.

The student commenced the <Course Name> on <Commencement Date> and was enrolled as a <Attendance Type> student.

Instruction for the course was conducted entirely in English.

**Terry Hogan**  
**Manager, Client Services**