

DETAILS FOR INCLUSION IN COMPLETION LETTERS

The following details should be included in completion letters:

- a. personal information including student name as recorded in the student management system and University student ID number;
- b. date student met all course requirements;
- c. course code;
- d. award title;
- e. date course of study commenced;
- f. date course of study concluded; and
- g. for international students:
 - i. CRICOS code if applicable;
 - ii. full- or part-time study; and
 - iii. transfer of units information.

Assessment and Graduation
Academic Registrar's Office
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