

SAMPLE LETTER ONLY – NOT FOR OFFICIAL USE

<student name>
<street number & name>
<suburb, state & postcode>

Enrolment Verification

Student ID:

Date of Issue:

Student Name:

This is to confirm that the above named student is currently enrolled in the
<course name> at Monash University.

The student commenced the course on <commencement date> and is currently
enrolled as follows:

Semester period	EFTSL	Credit Points	Status
<Teaching Period>	<Currently Enrolled EFTSL>	<Currently Enrolled CP>	<Current Attendance Type>

For the purpose of study at Monash University a student who has an EFTSL load
of 0.375 or higher per semester is considered to be a full-time student.

Students on an international student visa are normally required to maintain an
EFTSL total of 1 (0.5000 EFTSL per semester) across the academic year.

Terry Hogan
Manager, Client Services

SAMPLE