

<Agency letter head>

<Current date>

Translation and declaration on <Student's full name>'s overseas document for ALG

This is to declare that we have sighted and verified the enclosed academic document (Appendix 1).

We have verified that the academic document stating <Student's full name> has successfully completed his/her high school, secondary education or vocational studies.

Name of High School/Institution	
Year completed studies	
Australian equivalent qualification of Year 10 or Year 12	

For any further details, please contact the undersigned.

Kind regards,

Name of authorised personnel

Position

Contact number

SAMPLE ONLY