

<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 undertaken a post-secondary education, however, he/she did not complete the course program to qualify for an award.

Name of University/Institution	
Course Name	

In order to enter this course, <Student's full name> had to complete 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