

APU Letterhead

To: Anita Tabitha K. Gunadi
Senior International Student Advisor
International Student and Scholars (ISS)

From: Name (Academic Advisor or Departmental Chair)
Title
Department

Date:

Subject: Less Than Full-Time Enrollment

This is to confirm that will complete all the requirements for the Bachelor's /Master's degree of on (not the graduation ceremony date but the course completion date: the last day of classes/finals, oral and written comprehensive exams, Capstone project/presentation, thesis defense, or submission of thesis, whichever is the last for the student's graduation term).

The above student only has the following classes to graduate:

Class #	Name of Class	Units	Semester	Year
.....
.....

The following are dates of his/her comprehensive exams:

Type of comprehensive exams	Date
Oral
Written

Signature