

Day.Month.Year
Student ID #

Mr John Smith
123 Address St
Suburb State Postcode

EXAMPLE CREDIT LETTER

Dear John,

I refer to your application to undertake an exchange program at XYZ University and count these studies towards the requirements of your Bachelor of XX at Flinders University. I am pleased to advise that the following program of studies has been approved to count towards your degree as outlined below.

XYZ University Studies	Status Granted (Flinders units)
Cultural Intelligence Leadership in 21 st Century	This topic will count towards BUSN3052
Organisational Behaviour and Design Financial Management Principles of Risk Insurance	This topic will count towards BUSN2034 This topic will count towards BUSN2037 This topic will count towards BUSN2023
International Placement – to be completed in Singapore.	This topic will count towards BUSN3044
Total Exchange program = 18 Flinders units towards your Bachelor of XX in Semester 1, 20XX.	

If you have any further queries, please contact me on (08) 8201 XXX. I wish you well in your studies and hope you enjoy time during your overseas exchange.

Yours sincerely,

Academic & Student Advisor
Administration College of XYZ

CC: Global Experience, Flinders International