

## Letter of Expected Graduation

This letter is only required if your university graduation ceremony has not yet taken place

Your faculty on campus is the best office to ask for this letter as your Student Records Office (Registrars Office) is usually not familiar with the progress of your studies and therefore reluctant to commit to writing this letter.

Your lecturers, professors or dept. head are fully aware if you are on track to graduate at the end of the year and can write the last sentence of the sample letter confirming you are expected to graduate if all goes to plan.

### 1. Official Letterhead

The letter must be on an official University letterhead.

### 2. Candidates Full Name

The letter must state your full legal name as it appears in your passport. If the university includes your national ID number please ensure this is correct.

### 3. Expected Graduation

The letter must state the degree you are about to finish and the date of the graduation ceremony. Show the author of your letter this sample letter to guide them.

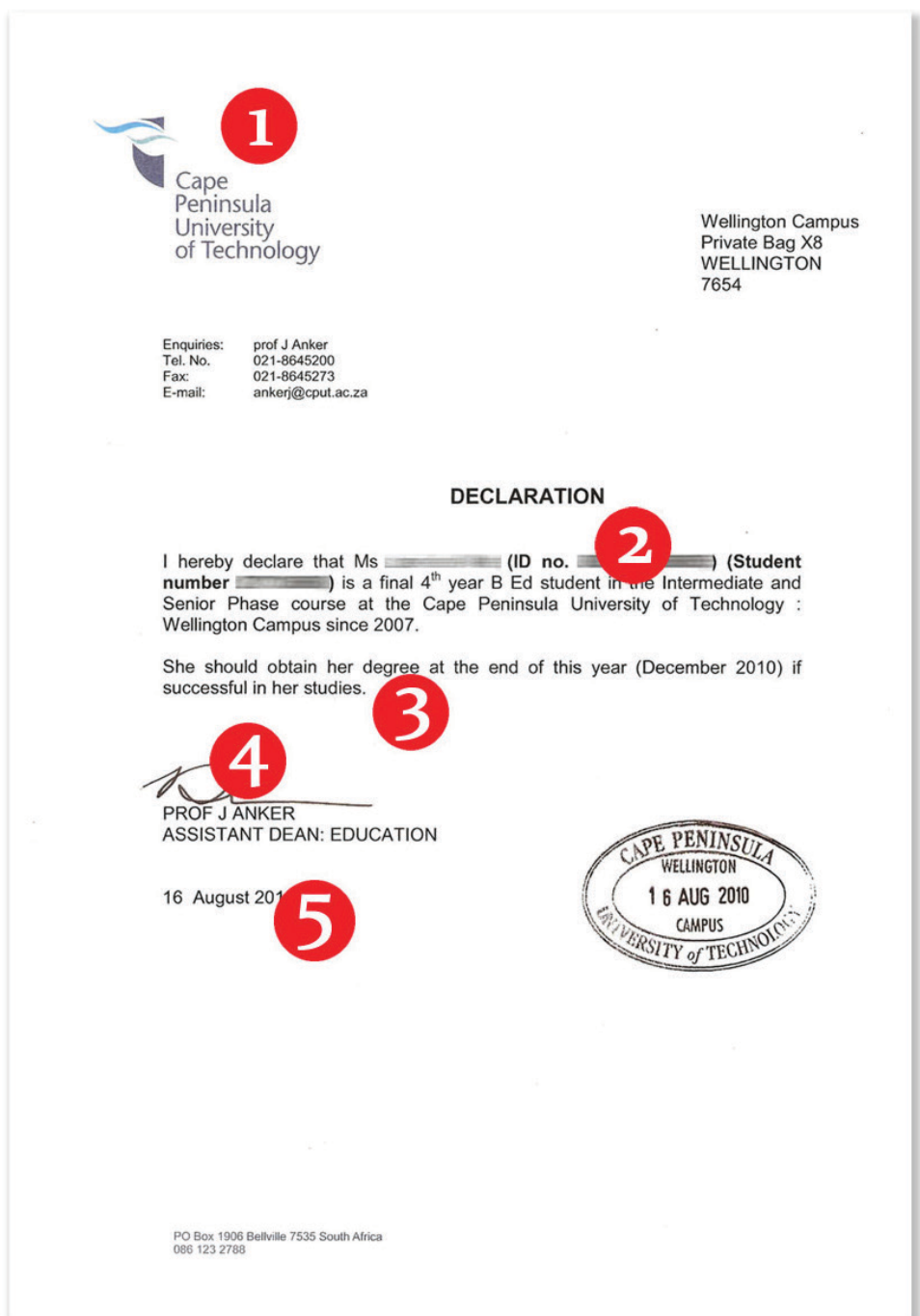
### 4. Signature


The name and position held by the letters author must be clearly displayed and the letter must have an original signature by the authors hand. Signatures that are scanned and printed on the page by laser or inkjet printers will not be accepted.

### 5. Date

The letter must be dated.

**This original hand signed Letter of Expected Graduation must be submitted with your original Application Documents**



 **1**

Cape Peninsula University of Technology


Wellington Campus  
Private Bag X8  
WELLINGTON  
7654

Enquiries: prof J Anker  
Tel. No. 021-8645200  
Fax: 021-8645273  
E-mail: ankerj@cput.ac.za

**DECLARATION**


I hereby declare that Ms \_\_\_\_\_ (ID no. **2**) (Student number \_\_\_\_\_) is a final 4<sup>th</sup> year B Ed student in the Intermediate and Senior Phase course at the Cape Peninsula University of Technology : Wellington Campus since 2007.

She should obtain her degree at the end of this year (December 2010) if successful in her studies. **3**

 **4**

PROF J ANKER  
ASSISTANT DEAN: EDUCATION

16 August 201 **5**



PO Box 1906 Bellville 7535 South Africa  
086 123 2786