

<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 higher education.

Name of University	
Name of Qualification Awarded	
Year completed studies	

For any further details, please contact the undersigned.

Kind regards,

Name of authorised personnel

Position

Contact number

SAMPLE ONLY