

16 December 2025

Student ID 200000

Student's Full Name

123 Address St

Suburb State Postcode

EXAMPLE CREDIT LETTER

Dear John,

I refer to your application to undertake an **Exchange program** with **Host University** and count these studies towards the requirements of your Bachelor of in **Degree** 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.

Host University	Unit value	Flinders Topic Name	Flinders Unit value
e.g.: Subject name/Code	0 Credits/ ECTS	This topic will count towards XXXX0000	4.5 units
Backup Topics			
Total Learning Abroad program = 13.5 / 18 Flinders units towards your Bachelor of in Degree in Semester 1, 20XX.			

After completion of your **exchange program**, and upon your return to Flinders University, please provide a copy of your academic results to your College by [Ask Flinders](#) in order for credit to be granted against the exchange results.

Please note, grades for the topics studied abroad will not be recorded on your Flinders University transcript and will not factor in calculating your Flinders University GPA.

If you have any further queries, please contact me on (08) 8201 **XXXX**. I wish you well in your studies and hope you enjoy your Learning Abroad program.

Yours sincerely,

ECA's NAME

Academic & Student Advisor
 Administration College of **XYZ**

CC: Global Experience, Flinders University