USQ
AUSTRALIA

University of Southern Queensland

REQUEST FOR AHEGS

(Australian Higher Education Graduation Statement)

STUDENT SUPPORT
University of Southern Queensland
TOOWOOMBA QLD 4350
Phone: 07 4631 2285
Fax : 07 4631 2893
Email:enrolment.support@usq.edu.au
CRICOS Provider No. 00244B QLD | 02225M NSW

Please read the following to complete the request form.

- This form is to be used to apply for a copy of Australian Higher Education Graduation Statement (AHEGS).
- AHEGS is provided by Australian Higher Education Institutions to graduating students on completion of the requirements for a particular higher education award.
- AHEGS is available only for students in Faculty of Business who graduated from 2010 onward and students in other Faculties who graduated from Semester 2, 2010 onward.
- A copy of AHEGS may be generated only if a student has received the original AHEGS upon completion of his/her award program.

To order a copy of AHEGS, please type the relevant information in the grey sections of this form and email the completed form to enrolment.support@usq.edu.au.

1. Student Number:
2. First Name: Family Name
3. Date of Birth: 4. Daytime Phone No:
5. Email Address:

6. Program(s) that a copy of AHEGS being requested for and no. of copies

Program (e.g. Bachelor of Education)	**No. of copies**		
	1 copy ☐	Other: ☐	copies
	1 copy ☐	Other: ☐	copies
	1 copy ☐	Other: ☐	copies

7. To be posted to:

Address:	Mailing method:
	Please check only one box By Post ☐ (No extra cost) By Courier ☐ ($11.00 per package)

Address:	
	Please check only one box By Post ☐ (No extra cost) By Courier ☐ ($11.00 per package)

8. Please check which applies to your request for a copy:
   - ☐ A. There is a change of grades and/or an addition of awards/prizes
   - ☐ B. Any other reasons (e.g. Original lost/damaged, additional AHEGS required)

Please complete the section 9 if you selected **B** in the section 8. Copies of AHEGS may be ordered at a cost of $60.00 for 1 copy per an award program. To courier a copy of AHEGS costs $11 per package.
To pay by credit card please complete the details below (section 9) or phone Student Support on +61 7 4631 2285.

9. **PAYMENT BY CREDIT CARD MUST BE PROVIDED BEFORE YOUR REQUEST CAN BE PROCESSED**

Please debit my Visacard ☐ Mastercard ☐ Amex card ☐ for $

Card No: Expiry Date:

Cardholder's Name:

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