



UNIVERSITY OF SOUTHERN QUEENSLAND

Request to Access Student File

Please forward completed form to:
Heather Kitzelmann
e-mail: kitzelma@usq.edu.au
Phone: 07 4631 1656
Fax: 07 4631 2937

STUDENT NUMBER

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SURNAME

GIVEN NAMES

DATE OF BIRTH

DETAILS OF REQUEST (Please tick Required Boxes)		Length of Time to Process Request
<input type="checkbox"/>	Official Student File	1 Day
<input type="checkbox"/>	Student Placement (Faculty) File	14 Days (min)
<input type="checkbox"/>	Other	TBA
<input type="checkbox"/>	Documents to be signed by Justice of the Peace (JP) <i>(Only a copy of an original document can be signed)</i>	
<input type="checkbox"/>	Photo ID sighted	

<input type="checkbox"/> Collect documents in Person	<input type="checkbox"/> Send Documents by Post or Email (please provide details)
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Current Mailing Address	Current E-mail Address
<input type="text"/>	<input type="text"/>

Signature of Student:

Date:

Signature of Staff:

Date:

COMMENTS