



University of Southern Queensland Graduations Office

Authentication of USQ Graduation Documents Request

Please return this form and your documents to:

USQ Graduations Office
University of Southern Queensland
West Street
Toowoomba QLD 4350

Phone: **+61 7 4631 1647 or +61 7 4631 1741**

Email: **graduations@usq.edu.au**

USQ is collecting the personal information on this form for university purposes to provide notarisation services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009* (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Privacy Officer privacy@usq.edu.au

GUIDELINES – PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR REQUEST

Before some international government departments accept Australian documents they require proof that the signatures of Australian officials are genuine.

The Department of Foreign Affairs and Trade (DFAT) can provide an authentication or apostille of University of Southern Queensland testamurs, academic transcripts and AHEGS. BUT, before DFAT will process a request for an authentication or apostille they require USQ authentication (in the form of Graduation Office stamp & signatures) on any USQ issued original graduation documents. This form should be used if you require the authentication/apostille services of DFAT. See details of this process <http://smartraveller.gov.au/services/legalising-documents/pages/australia.aspx> and <http://smartraveller.gov.au/services/legalising-documents/documents/document-legalisation-request-form.pdf>

Graduation Officers will authenticate your documents and arrange delivery to the address you nominate below. Should you nominate a DFAT Office address, the Graduations Office will send the documents directly to DFAT on your behalf – however, you will need to contact/advise DFAT of this. If the delivery address is within Australia, the Graduations Office will mail your documents via Australia Post Registered Post. If the address is international, Graduations will contact TNT Couriers to courier the document/s. Delivery fees vary. It is also possible to collect your documents in person at the Graduations Office during business hours (Monday – Friday from 8.30am to 5.00pm).

Please indicate your preferred delivery mode and note the relevant fee:

- Collecting in person – free of charge
- I nominate a Third Party to collect on my behalf – they will have ID and a completed Third Party Collection form signed by me – free of charge
- Australia Post General \$4.95
- Australia Post Registered Post (Australian addresses) \$12 – essential if your docs include a testamur
- TNT Courier (all overseas addresses) \$25 - essential if your docs include a testamur

NOTE: Authenticated original documents CANNOT be scanned and emailed

NOTE: Non USQ graduation documents and copies of documents CANNOT be Authenticated

Number of **original documents** you are supplying:

- USQ Testamur (certificate)
- USQ Official Academic Transcript/s of pages
- USQ AHEGS/s (Australian Higher Education Graduation Statement) of pages

NOTE: The Graduations Office at USQ does not take responsibility for the arrival of documents to their intended destination.

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PERSONAL DETAILS

Student Number:

Family Name:

First and Second Names:

Address including postcode:

Daytime Phone:

Email Address:

Signature:

Date:

Notes / Comments / Other Instructions:

CHECKLIST

1. Return the completed Authentication form and your original USQ document/s to the Graduations Office at the address on the top of the form
2. Make your payment of AUD15.00 Authentication Fee + Delivery Fee (varies according to delivery mode) to USQ Finance

How to pay the Authentication Fee + Delivery Fee

- credit card - please phone our Finance Department on +61 7 4631 2583 or email usqdebt@usq.edu.au
 - cheque or money order – make this payable to University of Southern Queensland, and post or courier to the Finance Office, University of Southern Qld, West Street, Toowoomba 4350, Queensland, Australia. Ensure you include your full name, student number and what the payment is for (ie Authentication) on the back of the cheque
 - over the counter at the USQ Finance Office, J Block, USQ Toowoomba Campus (8.15am – 4.30pm weekdays, excluding public holidays)
3. Allow at least five (5) working days for requests to be processed, and documents to leave USQ via post or courier once your payment has been received and processed.