



University of Southern Queensland Graduations Office Verification Letter Request

Return this form to:
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 process your invitation to a USQ graduation ceremony. USQ stores this information in its records management system. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so 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

The Graduations Office can provide a Verification Letter on University letterhead to graduates only (not third parties).

The following information will be provided in the letter:

1. Degree Name (not Primary Name, not Preferred Name)
2. Academic program with major/s not minor/s
3. Conferral date i.e. the date on the testamur

Please provide the following additional information in the letter (check the box/boxes):

- Grade Point Average (GPA) i.e. 5.00 / 7.00
- Duration of study: i.e. commencement date 2 Feb 2011 – conclusion of program date 12 Nov 2015
- Study load: full-time <https://policy.usq.edu.au/documents/14226PL>
part-time <https://policy.usq.edu.au/documents/14263PL>
- Mode/s of study with definitions: On campus <http://policy.usq.edu.au/documents/14257PL>
External <http://policy.usq.edu.au/documents/14217PL>
Online <http://policy.usq.edu.au/documents/14258PL>

Allow five (5) business days from USQ's receipt of this form & payment for your letter to be processed.

Please accept my order for the following (check the box/boxes):

- Preparation of a Verification Letter - AUD20
- Email a pdf of the letter to my email address below (no additional charge) including cc'ing one other email address
- Post the original print letter to the Australian address below (approx. 2 weeks) – AUD10
- Courier the original print letter to the international address below via TNT Courier (NOTE: this package must be signed for upon arrival) – AUD30

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|---|--|---|
| Student Number: 00 | | Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr |
| Family Name: | | |
| First & Other Names: | | |
| Full Address (not PO Box): | | |
| Graduate's email address: | | UMail address: |
| Please cc (1) other email address (graduates or another party): | | |
| Mobile: + | | Phone: + |
| Program/s completed (use full name of program/s): | | |
| Other information/comments: | | |
| Signature: | | |
| Graduations Office Use Only: | | Processed stamp/date: |
| <input type="checkbox"/> | Graduand/graduate checked – PeopleSoft Student Enquiry | |
| <input type="checkbox"/> | Fee paid checked – PeopleSoft Student Centre / Finance | |