



University of Southern Queensland Graduations Office

Authentication of USQ Graduation Documents Request

To process your request as quickly as possible, we highly recommend returning Authentication of USQ Graduation Documents and USQ Graduation Documents via Aust Post-Registered Mail, Aust Post-Express Post or International Courier (ie FedEx or DHL) to ensure your documents arrive quickly.

Please this form completed with your documents by mail to: USQ Graduations Office, University of Southern Queensland, West Street, Toowoomba QLD 4350

Deliver this form completed form with your documents in person to USQ Toowoomba campus, iConnect (R Block, level 1). This service is not available at IPSW or SPR campus.

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

PERSONAL DETAILS

Student Number:

Family Name:

First and Second Names:

Address including postcode:

Daytime Phone:

Mobile:

Email Address:

Signature (not digital):

Date:

Notes / Comments / Other Instructions:

CHECKLIST

1. Read the Guidelines below carefully.
2. Complete the [Authentication of USQ Graduation Documents Request](#) form. More information about [USQ graduation documents](#). Please note: [My eEquals](#) secure portal and digital graduation documents may be an alternative option.
3. Return or deliver your request form AND your original USQ graduation document/s.
4. [Make payment](#)
5. Collect your Authenticated documents or await mail/courier delivery.

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://dfat.gov.au/about-us/our-services/apostilles-authentications-certificates-of-no-impediment-to-marriage/Pages/apostilles-authentications-and-certificates-of-no-impediment-to-marriage.aspx> and

<http://smartraveller.gov.au/services/legalising-documents/pages/default.aspx>

NOTE: Authenticated original documents CANNOT be scanned and emailed

NOTE: Non USQ graduation documents (ie letters) and copies of documents CANNOT be Authenticated

Number of original graduation documents you are supplying:

USQ testamur (degree)

USQ Official Academic Transcript/s of pages

USQ AHEGS/s (Australian Higher Education Graduation Statement) of pages

You are required to pay the minimum Authentication Service Fee AUD30 – this flat rate fee covers an unlimited number of original graduation documents processed in a single transaction (ie 1 x testamur, 3 AHEGS, 3 transcripts). If the documents are split, then the charge is applied for each batch authenticated.

USQ Graduation Officers can authenticate your original graduation documents (no copies) 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 a delivery address is within Australia, the Graduations Office will mail your documents via Australia Post Registered Post.
- If the address is international, the Graduations Office will courier the document/s via TNT Couriers. Delivery fees vary.
- It is also possible to collect your documents in person at the Graduations Office (B118 Toowoomba campus) during business hours (Monday – Friday from 8.30am to 5.00pm excluding public holidays).

Please indicate your preferred delivery mode:

Collecting in person – free of charge

I nominate a Third Party to collect on my behalf – they will have ID and I have supplied a completed ThirdParty Collection form signed by me – free of charge

Australia Post General AUD10 (if your documents do not include a testamur)

Australia Post Registered Post (Australian addresses) AUD15 (essential if your docs include a testamur)

TNT Courier (all overseas addresses) AUD30

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

Graduations Office Use Only:

Processed stamp/date:

Authentication Fee paid checked – Peoplesoft Student Centre / Finance panel

Documents stamped and signed date: _____ by: _____

Documents despatched date: _____

Documents collected date: _____