



## University of Southern Queensland Graduations Office Ceremony Invitation Letter Request

Return this form and documentation 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](mailto: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](mailto:privacy@usq.edu.au)

### GUIDELINES

The Graduations Office can provide a Ceremony Invitation Letter to graduands/graduates who require this for visa application requirements. The letter provided by the Graduations Office invites you, your family and friends to attend your official USQ graduation ceremony. The names of your family or friends are NOT required for Visa application purposes and will not be listed in the letter.

#### IMPORTANT INFORMATION:

Before submitting this form:

- It is your responsibility to ensure this request is made within a suitable timeframe
- You must have registered for your graduation ceremony via the online Graduate Response in your Student Centre after Results Release in your final semester, OR by submitting the manual Deferred Graduation Ceremony Request form to [graduations@usq.edu.au](mailto:graduations@usq.edu.au)
- You must have paid the Ceremony Fee
- Allow five (5) business days from submission/receipt of this form & Ceremony Fee payment for your invitation letter to be processed

I would like :

- to collect the original letter in person from B118 (Graduations Office) B Block Toowoomba Campus
- the Graduations Office to email a pdf of the letter to your UMail, & post the original letter to the address below which will take approx. 2-6 weeks to arrive via mail

### PERSONAL DETAILS

Student Number:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
Family Name:		First & Second Names:	
Full Address:			
UMail: @umail.usq.edu.au		Mobile including international code: +	Phone:
Program/s completed (use full name of program/s):			
Time, date and location of your registered ceremony:			
Graduations Office Use Only:		Processed stamp/date:	
<input type="checkbox"/> Ceremony registration checked – Peoplesoft Ceremony Management			
<input type="checkbox"/> Ceremony Fee paid checked – Peoplesoft Student Centre / Finances			

