



# University of Southern Queensland Graduations Office

## Past Graduate Response

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**

USQ is collecting the personal information on this Form for university purposes to process your graduation status and possible name changes. 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)

Use this form if you are a USQ graduate who has an unclaimed testamur from a previous graduation period.  
Allow five (5) working days after USQ receives this form for your testamur to be despatched.  
Delivery times for postage or international courier will depend upon your location and may take 2-3 weeks.  
There is no charge for the provision of an unclaimed testamur and freight.

### PERSONAL DETAILS

<b>Student Number:</b>	00
<b>Date of Birth:</b>	
<b>Family Name:</b>	
<b>First and Second Names:</b>	
<b>Graduate Signature:</b>	
<b>Mailing Address:</b> (Including Number & Street, Town, Postcode & Country)	
<b>Email:</b>	
<b>Phone:</b>	
<b>Program ie Bachelor of Arts</b>	
<b>Final semester+year of program (ie S2 2016)</b>	

### CHANGE OF NAME REQUESTS

If your current name differs from the name you were enrolled with at USQ you must complete **either** of the following including supplying scans of [certified documents](#):

- Online [Name Change](#) in your Student Centre for recent graduates, OR
- complete the [Change of Name & Personal Details Request](#) form located at the bottom of the webpage= [Certified copies](#) of i.e. a certificate issued by the Registry of Births, Deaths and Marriage, a passport or National Identity Card or a Driver's Licence etc.

In some instances the University may request mailing of certified hard copy documentation.  
Please note, if a name change has been processed and later found to be made on the basis of fraudulent documentation, the name change will be reversed.

#### Graduations Office Use Only:

Check all Student Fees paid in full – PeopleSoft Student Centre > Finances

#### Processed stamp/date: