University of Southern Queensland Graduations Office

Authentication of UniSQ Graduation Documents

NOTE: To process your request as quickly as possible, we highly recommend returning your *Authentication of UniSQ Graduation Documents* from and your original graduation documents via Australia Post Registered Mail/Express International Post, or an international courier (ie FedEx or DHL) to ensure your documents arrive quickly to this address:

UniSQ Completions Office (Y213)
University of Southern Queensland
West Street, Toowoomba, Australia, 4350.

E: **student.completions@unisq.edu.au**

UniSQ is collecting the personal information on this form for university purposes to provide this service. 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 UniSQ 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 UniSQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the UniSQ Privacy Officer rti-privacy@usq.edu.au

PERSONAL DETAILS

Student Number: 00

Family Name/Surname (maiden/married):

First and Second Names:

Mailing Address including postcode:

Phone:

UMail Address:

Signature:

Date:

Notes/Comments:

CHECKLIST

Read the Guidelines below carefully.

1. Complete the *Authentication of UniSQ Graduation Documents Request* form in full.
2. Return your form AND your original graduation document/s (no copies) to the address at the top of the form.
3. Here's how to make payment once the Graduations Office has your form and has asked for a charge to be raised on your Student Centre account.
4. Allow 72 hours for processing before your documents are despatched. Await mail/courier delivery of your Authenticated documents.
5. You will be advised if completed documents are available for personal or Third Party collection.
   *Please ensure third parties do not collect until you have been advised documents are ready for collection.

What is the secure document repository My eQuals which is used by Australian and New Zealand universities, and can I purchase digital graduation documents which are a faster and more secure way to share authenticated official graduation documents with third parties? Who can purchase a digital UniSQ graduation document?

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 UniSQ authentication (in the form of Graduation Office stamp & signatures) on any UniSQ issued original graduation documents. This form should be used if you require the authentication/apostille services of DFAT. For more 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
- http://smartraveller.gov.au/services/legalising-documents/pages/default.aspx

Should you nominate delivery of your Authenticated documents to 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.

NOTE: The Completions Office does not take responsibility for the safe arrival of documents to their destination.
NOTE: scanned graduation documents CANNOT be Authenticated
NOTE: other documents ie letters CANNOT be Authenticated

Number of original graduation documents supplied in this delivery to the relevant Office:

☐ UniSQ testamur (degree certificate)

☐ UniSQ Official Academic Transcript/s

☐ UniSQ AHEGS/s (Australian Higher Education Graduation Statement)

Other information (for example, I have recently placed an order to purchase additional print Official Academic Transcipt/s and or print AHEGS, please ensure these are also Authenticated, or I have just finished my final semester and my print testamur has not been issued yet – pls add this to my request)

☐ **You are required to pay the minimum Authentication Service Fee** – this flat rate fee covers Authenticating an unlimited number of original graduation documents processed in a single transaction (ie 1 x testamur, 3 AHEGS, 3 transcripts). If the documents are not supplied as the same time, then the charge is applied for each batch requiring Authentication.

Please indicate your preferred delivery mode:

☐ **Australia Post - Registered Post** (Australian address) if your order includes a testamur

☐ **Australia Post - Express Post** (Australian address) if your order DOES NOT include a testamur

☐ **Australia Post – Express International Post** (international address)

☐ **Collecting in person – free of charge**
This option is only available on the TMBA campus.

☐ **Third Party Collection from iConnect Reception Desk (R Block TMBA campus) – free of charge**
*A nominated person with ID will collect on my behalf.
I have supplied the Completions Office with a completed *Third Party Collection* form granting permission.
This option is only available on the TMBA campus.

Completions Office Use Only: Processed stamp/date/signature:

☐ Authentication Fee paid checked – Student Centre Finance panel

☐ Documents despatched/collected date:

Other notes: