University of Southern Queensland Completions Office

Verification/Completion Letter Request

(a digital letter in PDF)

Return this form to E: **student.completions@unisq.edu.au**

UniSQ is collecting the personal information on this Form for university purposes to process your letter request. UniSQ 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 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**

GUIDELINES

Please allow five (5) business days from submitting the completed form to UniSQ via E: student.completions@unisq.edu.au and making your payment to receive your digital Official University letter.

Only the following information will be provided in the digital letter:

1. Primary Name
2. Academic program with major/s but not minor/s
3. Degree conferral date i.e. the date on the testamur (certificate/degree) for graduate or (A**pproval** date if graduand has not yet conferred)
4. Duration of study: i.e. commencement date 2 Feb 2011 – conclusion of program date 12 Nov 2015 (or the approval date for a completion letter for a graduand)
5. Study load: Full-time https://policy.unisq.edu.au/documents/14226PL
   Part-time https://policy.unisq.edu.au/documents/14263PL
6. Mode/s of study: On-campus http://policy.unisq.edu.au/documents/14257PL
   External http://policy.unisq.edu.au/documents/14217PL
   Online http://policy.unisq.edu.au/documents/14258PL

Student Number: 00	Title: ☐Mr ☐Mrs ☐Miss ☐Ms ☐Dr
Family/Surname Name:	
First & Other Names:	
Your email address:	
Please cc (1) other recipient (third party) at this email address when sending the email to me:	
Mobile: +	
Academic program/s completed (use full name of program/s):	
Other information/comments:	

Signature:
Signature:

Completions Office Use Only: Processed stamp/date:

☐ Graduand/graduate status checked – PeopleSoft Student Enquiry

☐ Custom letter fee paid checked – PeopleSoft Student Centre / Finance