



## University of Southern Queensland Graduations Office

### 2022 Ceremony Invitation Letter Request

Return this form to the Graduations Office E: [graduations@usq.edu.au](mailto:graduations@usq.edu.au)  
P: +61 7 4631 1647 or P: +61 7 4631 174

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 attend an upcoming graduation ceremony who require such a letter for their own visa application.

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.

NOTE: It is your responsibility to ensure this request is made within a suitable timeframe – allow 5 business days for preparation.

A pdf of the letter will be emailed to your UMail address.

#### PERSONAL DETAILS

**Student Number:** 00

**Family Name/Surname:**

**First and Second Names:**

**Phone:**

**UMail Address:**

**Ceremony date, time and venue:**

**I have paid the AUD150 Ceremony Fee:**

**Notes/Comments:**

**Graduations Office Use Only:**

Processed stamp/date/signature:

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Ceremony registration complete – Ceremony Management checked

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AUD150 Ceremony Fee paid – Student Enquiry Finance checked

Other notes: