



University of Southern Queensland Graduations Office 2022 Verification Letter Request

Return this form to Email: graduations@usq.edu.au

Graduations Office (Y213), University of Southern Queensland,
West Street, Toowoomba QLD 4350
Phone: **+61 7 4631 1647 or +61 7 4631 1741**

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

GUIDELINES

Allow five (5) business days from submission of this form by email, and your payment.
Here's [how to make payment](#).
A digital Verification Letter on University letterhead will only be provided to graduates.

The following information will be provided in the letter:

1. Degree Name (not Primary Name, not Preferred Name)
2. Academic program with major/s not minor/s
3. Conferral date i.e. the date on the testamur (certificate/degree)

Please provide the following additional information in the letter (check the box/boxes):

- ☐ Grade Point Average (GPA) i.e. 5.00 / 7.00
- ☐ Duration of study: i.e. commencement date 2 Feb 2011 – conclusion of program date 12 Nov 2015
- ☐ Study load: full-time <https://policy.usq.edu.au/documents/14226PL>
part-time <https://policy.usq.edu.au/documents/14263PL>
- ☐ Mode/s of study with definitions: On campus <http://policy.usq.edu.au/documents/14257PL>
External <http://policy.usq.edu.au/documents/14217PL>
Online <http://policy.usq.edu.au/documents/14258PL>

Please accept my order for the following (check the box/boxes):

- ☐ Preparation of a Verification Letter – AUD10
- ☐ A locked pdf of the letter will be emailed to your email address below (no additional charge) including cc'ing one other email address

Student Number: 00	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr						
Family/Surname Name:							
First & Other Names:							
Email:							
Please cc (1) other recipient (graduate or another party):							
Mobile: +							
Academic program/s completed (use full name of program/s):							
Other information/comments:							
Signature:							
<table border="0"> <tr> <td>Graduations Office Use Only:</td> <td>Processed stamp/date:</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Graduand/graduate status checked – PeopleSoft Student Enquiry </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Custom letter fee paid checked – PeopleSoft Student Centre / Finance </td> </tr> </table>		Graduations Office Use Only:	Processed stamp/date:	<input type="checkbox"/> Graduand/graduate status checked – PeopleSoft Student Enquiry		<input type="checkbox"/> Custom letter fee paid checked – PeopleSoft Student Centre / Finance	
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