



University of  
Southern  
Queensland

## University of Southern Queensland Completions Office 2024 Past Graduate Response Request

Return this form to Email: [graduations@unisq.edu.au](mailto:graduations@unisq.edu.au)  
Graduations Office (Y213), University of Southern Queensland  
West Street, Toowoomba QLD 4350

UniSQ is collecting the personal information on this Form for university purposes to process your graduation status and possible name changes. 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](mailto:rti-privacy@usq.edu.au)

Use this form if you are a UniSQ graduate who has an unclaimed testamur from a previous graduation period. Allow five (5) business days after UniSQ 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, or longer if impacted by COVID-19. There is no charge for the provision of an unclaimed testamur and freighting to the recipients Mailing Address.

### PERSONAL DETAILS

<b>Student Number:</b>	00
<b>Date of Birth:</b>	
<b>Family Name:</b>	
<b>First and Second Names:</b>	
<b>Mailing Address:</b> (Including Number & Street, City, Postcode & Country)  This address cannot be a P O Box.  The testamur will be delivered and must be signed for upon delivery. You may wish to use an alternative address if you are not at home during the day.	
<b>Email:</b>	
<b>Phone:</b>	
<b>Academic program ie Bachelor of Arts</b>	
<b>Final semester+year of program (ie S2 2016)</b>	

**Graduations Office Use Only:**

**Processed stamp/date:**

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