



University of Southern Queensland Completions Office

2025 Ceremony Invitation Letter Request

Submit this form to E: graduations@unisq.edu.au

UniSQ is collecting the personal information on this Form for university purposes to process your invitation to a UniSQ graduation ceremony. 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

The Completions 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 Completions Office invites you, your family and friends to attend your official UniSQ 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:

UniSQ Completions Office Use Only:

Processed stamp/date/signature:

Ceremony registration complete – Ceremony Management checked

AUD150 Ceremony Fee paid – Student Enquiry Finance checked

Other notes: