



**Queensland University of Technology**  
**Student Business Services**  
 Victoria Park Road  
 Kelvin Grove Q 4059  
 Phone 07 3138 2000 Fax 07 3138 1176  
 studentservices.qut.com  
 CRICOS No. 00213J ABN 83 791 724 622  
 ask.qut.edu.au



CASHIER USE ONLY	
Receipt No: _____	Amount: \$ _____
Initials: _____	Date: ____/____/____ Campus: CA/GP/KG
OFFICE USE ONLY	
Date received: ____/____/____	Date mailed: ____/____/____



# Verification of qualification or course completion request form

## Instructions - read this before proceeding

### Purpose of this form

Use this form to request:

- verification of academic qualifications awarded by the Queensland University of Technology
- confirmation of studies.

There is a **charge of A\$30**.

### Lodging this form

Please PRINT clearly in black ink. You can lodge this form at any QUT Student Centre or mail it to the address above. Indicate your preferred method of payment in Section 3 of this form. Please allow up to **five** working days for your request to be processed.

### Online verification of qualifications

You can verify some QUT qualifications at **no charge** via our Verification of Qualifications website, which is located at: [www.studentservices.qut.edu.au/grad/quals/online/](http://www.studentservices.qut.edu.au/grad/quals/online/)

This online facility allows you to search our database for graduates with a matching surname and date of birth. A successful search will confirm the graduate's qualification and the date of conferral. No other information can be released without authorisation (see Section 4 below).

### Records which are not available online

Graduate qualifications awarded by QUT's antecedent institutions (eg Kelvin Grove College of Advanced Education, North Brisbane College of Advanced Education) cannot be verified using the free online service. For these qualifications you should complete and submit this form.

The University is also unable to provide the free online service without the student's authorisation if:

- the student has completed course requirements but an award has not yet been conferred;
- the student has not yet completed their course requirements

In these instances verification can only be obtained by completing and submitting this form. The student must authorise the request by completing Section 4 of this form.

### The verification letter includes:

- language of instruction
- course title
- major
- attendance mode
- attendance type
- commencement date
- completion date (if applicable)
- conferral date (if applicable)

## 1. Details and qualification(s) to be verified

Title (Dr/Mr/Mrs/Ms/Miss etc) .....

Daytime phone .....

Family name .....

Mobile .....

Given name(s) .....

Email address .....

Family name at the time studies were undertaken .....

Student number 

N									
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Mailing address .....

Date of birth 

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 / 

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 / 

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day month year

State ..... Postcode 

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Please tick one of the following:

- Verification required for  qualifications / course completion  
 confirmation of studies

**Qualification(s) attained**

**Year attained (if available)**

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

## 2. Requester's dispatch details

Title (Dr/Mr/Mrs/Ms/Miss etc) .....

Family name .....

Given name(s) .....

Organisation .....

### Postal address for verification results:

Send to address .....

.....

..... Postcode .....

## 3. Payment details

Payment for:

Type	Number of requests		\$ amount
verification of qualification(s) / course completion(s)	<input type="text"/>	x \$30 =	\$ <input type="text"/>
confirmation of studies	<input type="text"/>	x \$30 =	\$ <input type="text"/>
postage if sending overseas		+ \$1.50	\$ <input type="text"/>
		<b>Total amount</b>	\$ <input type="text"/>

Please find enclosed a cheque/money order for the above amount made payable to QUT.

Please charge my credit card for the above amount.

Visa  MasterCard  American Express

Card number  Expiry date

Cardholder's name ..... Cardholder's signature .....

## 4. Authorisation

Privacy principles do not apply to material which is maintained on a public register. Given that one of QUT's primary functions is to confer higher education degrees and awards, QUT maintains a register of its graduates (via the student information system). Information concerning a person's status as a graduate of the University is available to any member of the public upon formal request in writing. The request must be made to the Student Business Services Department, who will confirm a graduate's name, the degree conferred and the date of conferral only.

No other personal information is regarded as being on the public register. The following authorisation is required from the student or potential graduand in all other instances.

I HEREBY AUTHORISE THE QUEENSLAND UNIVERSITY OF TECHNOLOGY TO DISCLOSE INFORMATION TO:

..... (Organisation/Agency Name) PERTAINING TO THE ABOVE QUALIFICATIONS THAT I AM YET TO COMPLETE OR HAVE COMPLETED BUT AM YET TO BE CONFERRED WITH AT QUT.

Name .....

Signature ..... Date ...../...../.....