



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**. Additional copies cost **A\$10**.

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/

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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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)

