



**Queensland University of Technology**  
**Student Business Services**  
 Victoria Park Road  
 Kelvin Grove Qld 4059  
 Email: askqut@qut.edu.au  
 www.student.qut.edu.au  
 CRICOS No. 00213J ABN 83 791 724 622



**OFFICE USE ONLY**

Receipt No: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Campus: CB/GP/KG  
 Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Verification of qualification request form

### Student details

Course code (eg 'BS05')		Student number					
		N					
Family name							
Given name							
Title (Mr, Miss, Mrs, Mx etc )		Date of Birth (dd/mm/yyyy)		Gender			
		<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>		Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>			
Current email address				Family name at the time studies were undertaken			
Current mailing address							
Town/suburb		State		Post code			
				<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>			
Daytime phone		Mobile phone					

### Instructions - read this before proceeding

#### Purpose of this form

Use this form to request:

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

There is a **charge of A\$30 per course**. Additional copies cost **A\$10**.

#### Lodging this form

Please PRINT clearly in black ink. You can lodge this form at any HiQ service point on campus; please note: EFTPOS and credit card payments only. Alternatively you can lodge and pay for your application online via [QUTPay](http://QUTPay)

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: <http://external-apps.qut.edu.au/student-services/oqv/>

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 5 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 lodge this form.

The University is also unable to provide the free online service 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 lodging this form. The student must authorise the request by completing Section 5 of this form.

#### Circumstances where documents cannot be issued

- where you have sanctions in place. For a letter to be produced you MUST notify SBS once you have cleared your sanction.
- where the identity of the student requesting the record cannot be clearly established.

#### Refunds

- if you wish to cancel your request, please note refunds incur an administration fee of \$10. A full refund will only be available if a QUT error has occurred.

**The verification letter is written for one specific course\* and includes:**

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

\* if you require a letter for an additional course an extra charge will apply.

**1. Qualification(s) to be verified**

Please choose one of the following

Verification required for  qualifications obtained at QUT  uncompleted studies at QUT

Letter #	Course code	Qualification(s) attained (one course per letter)	Year attained (if available)
Letter 1			
Letter 2			
Letter 3			

Additional information to include .....

**2. Delivery or Collection of the letter(s) (please choose one only)**

Collect from the following HiQ service point on campus:  Kelvin Grove  Gardens Point  
or

Select address to send the letter(s) to:  student mailing address (as indicated on previous page)  
 alternative mailing address (please complete below)

**Send to alternative mailing address:**

Name: .....

Organisation: .....

Send to address .....

..... Postcode .....

**3. Cost details**

Each separate course or qualification letter is \$30. Any additional copies of that letter cost \$10.

Type	Tick for each letter required		Number of additional copies	TOTAL
Letter 1	<input type="checkbox"/> \$30	+	<input type="checkbox"/> additional copies x \$10	\$ <input type="text"/>
Letter 2	<input type="checkbox"/> \$30	+	<input type="checkbox"/> additional copies x \$10	\$ <input type="text"/>
Letter 3	<input type="checkbox"/> \$30	+	<input type="checkbox"/> additional copies x \$10	\$ <input type="text"/>
delivery (select your preferred option)	<input type="checkbox"/> postage within Australia		no charge	\$ <input type="text"/>
	<input type="checkbox"/> overseas postage		+ \$1.50	
	<input type="checkbox"/> overseas courier delivery		+ \$ 25	
	<input type="checkbox"/> express delivery (in Australia)		+ \$ 10	
			<b>Total amount</b>	\$ <input type="text"/>

#### 4. How to lodge your request

Your request must be pre-paid before it can be processed

- lodge this form and payment (EFTPOS and credit card accepted, no cash or cheques) at one of our HiQ service points on campus or
- complete the online request form and payment:

[https://qutpay.qut.edu.au/CART/Products/Verification-of-Qualification\\_\\_Verification.aspx](https://qutpay.qut.edu.au/CART/Products/Verification-of-Qualification__Verification.aspx)

#### 5. Privacy and 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 ...../...../.....