VERIFYING JAMES COOK UNIVERSITY DOCUMENTS

INFORMATION

This form is to be used for past students who require their degree verified for the Department of Foreign Affairs.

1. PERSONAL DETAILS

JCU Student Number (8 digits): | | | | | | | | |

Title: ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other:	Family name:
First given name:	Second given name:
Mailing address:	
Suburb: State:	Postcode:
JCU email address:	Daytime phone number:
Course:	

2. DOCUMENT DETAILS

I would like the following documents (enclosed) stamped and signed with an original signature:
☐ Testamur ☐ Academic Record

Please forward the documents to:

Department of Foreign Affairs & Trade – Brisbane (Express post)	Cost - $10
Return to me (regular post within Australia) Address: _____	Cost - free
Return to me (Express post within Australia) Address: _____	Cost - $10
Return to me (Courier overseas) Address: _____	Cost - $40
Other collector from the Student Centre (photo ID will be required on collection) Name of collector: _____	Cost - free

3. PAYMENT DETAILS:

Payments can be made in person at the Student Centre in Townsville or Cairns by **EFTPOS** or **Credit Card** only.
Monday,Tuesday, Thursday and Friday from 9.00am - 5.00pm and Wednesday from 10.30am - 5.00pm.

☐ Please charge my credit card for the amount of $_____ on account: ☐ Visa ☐ Mastercard

Card number: | | | | | | | | | | | | | | | | CVV: | | | Expiry Date: _____ / _____

Card holder's name: _____ Card holder's signature: _____

4. PLEASE RETURN THIS COMPLETED FORM TO:

James Cook University
Student Centre
Chancellery Building (Bld. A1)
Cairns, 4870
Telephone (07) 4232 1000

James Cook University
Student Centre,
Education Central (Bld. 134)
Townsville, 4811
Telephone (07) 4781 5255