Delivery Request

MACQUARIE University

Email or post all correspondence to:

Graduations, 18 Wally's Walk, Level 4, Macquarie University 2109
Enquiries: ask.mq.edu.au Tel: 61 2 9850 6410

Please complete this form and return it to Student Connect to arrange to have your documents sent to you by Australia Post (no fee) or Express Delivery (fee payable).

Personal Details

Student ID Number | | | | | | | | | Ceremony date/time _____

Given Names: _____ Family Name: _____

Email: _____

Degree/Diploma: _____

Delivery Instructions

☐ Send my documents by Australia Post (no charge)
(Please allow up to 3 weeks for delivery to Australian addresses and 8 weeks for overseas addresses.)

☐ Send my documents by Express Delivery (fee payable)
(You must complete the credit card details below and include a mobile phone number for the destination country)

Delivery Address

Street Address: _____

Suburb: _____ State/City: _____

Country: _____ Postcode/Zip: _____

Email: _____ Phone: _____

Student authorisation: I certify that the delivery address I have provided above is correct.

Signature: _____ Date: _____

This declaration must be signed by the requestor unless accompanied by a Third Party Authority form.
You must also provide a legitimate form of personal identification (eg driver's licence, passport, etc) so we can verify your identity against the signature provided above. This enables the University to fulfil its obligations under the Privacy and Personal Information Protection Act (NSW) 1998. You need to provide this before your request can be processed.

Express Delivery Option

☐ $16.50 - delivery within Australia by Express Post

☐ $50.00 - delivery overseas by international courier

Card number

Card Type

Mastercard ☐ Visa ☐
Bankcard ☐ Amex ☐

Expiry Date *mm/yy*

Cardholder Name _____ Amount $ _____ Signature _____

Office Use Only Graduation Unit a/c: F203 8604 7401 1261
F204 8604 7401 1261 (overseas)

Credit card $ _____

Name: _____ Student ID: _____

☐ Form of identification checked

Receipt # _____