APPLICATION FOR COURSE COMPLETION

Submit this form by: 29 February 2024

About Course Completion

To be deemed eligible for Course Completion you must have successfully completed all the requirements of your course, including all required units and Professional Experience requirements as applicable to your course. Additionally, you must have returned all Library Books, have no outstanding debts with the Library or College, and have completed all scholarship hours (if applicable).

Student Details	
Note: Communication regarding graduation will be provided to you via the contact details you indicate below. Ensure you keep the College updated of any change to your contact details.	
Student ID:	
Surname	
Middle Name/s	
First Name	
Please provide your full name above as it should appear on your award testamur. If any part of your name is different to the enrolled name details as shown in your Paradigm record please provide a Change of Name form with a copy of official documentation (driver licence, passport etc.) for verification.	
Mobile Phone Number	
Personal Email Address	
Mailing Address Street Number and Name	
Suburb/Town	

State		Postcode	

Unique Student Identifier

In order to graduate from 2023 onward, the Australian government requires all completing students to have obtained a Unique Student Identifier (USI). If you do not already have a USI please obtain one from the USI Portal here: https://www.usi.gov.au/students/get-a-usi
Your USI will look like this: FDJPKQ9IB, it is nine digits with uppercase letters and numbers.
If you have an existing USI you can locate it here: https://www.usi.gov.au/students/find-your-usi

Please copy and paste from the USI portal here:

USI	

DET Authorisation (*applicable to Education Students only*)

I authorise ACPE to is release my academic transcript to NSW DET following the completion of all my course requirements.

Please Tick

Are you applying for Postgraduate studies?

If yes, please indicate the university provider and the university's due date for your submission of your ACPE results.

University	Course	Due Date

Save a copy of this form to your computer then **Submit** this form to registry@acpe.edu.au by the due date indicated above.