

Please read the General Information & Instructions on Page 2 before filling out the form.
Please allow 3 working days for processing.

PERSONAL DETAILS

Student No.

Date of Birth / /

Family Name

Given Names

Address

Suburb/Town:

State: Postcode:

Phone No(s) Home: Work / Mobile:

Email

COURSE DETAILS

a. Academic Records are normally issued displaying marks and grades. Do you want both your marks and grades to be displayed? Please note, not all courses award marks.

YES - please display marks and grades NO - please display grades only

b. Do you want this application to be deferred until your current semester results are available?

YES NO Note: indicating 'NO' means that your transcript will not include the current semester results.

c. If you have selected 'YES' in Section B, please indicate the last semester results you would like to be included on your transcript (eg. Summer 2006)

d. If your studies were at an antecedent institution, please indicate the name of the institution, the course of study and the years studied

institution

course

years of study

DELIVERY INSTRUCTIONS

a. I would like my Academic Record to be:

Available for collection from the Student Centre [Nominate which Centre you will collect from _____]

Posted to my address indicated on this form.

Posted to the education institution below:

Attention To:

Institution:

Address:

How many copies would you like?

3 Copies (\$25)

Additional Copies (\$10 for three)

b. Would you like your transcript posted by express mail?

Local express post (\$5.50 additional cost)

International express post (\$17 additional cost)

DECLARATION

I declare that the details supplied on this form are mine, and that the information provided by me is complete and correct.

Signature:

Date:

STUDENT ADMIN UNIT USE ONLY

Received by:

Date Stamp

Processed by:

Date sent:/...../.....

Processed Stamp

