

# Official Academic Transcript Request form

- Use **BLOCK LETTERS** and tick  boxes
- **Important:** Official transcripts will **not** be issued to students with outstanding debts to Federation University Australia.

## 1. Personal details

FedUni Student ID Number (if known):  Campus/Location:  Date of birth:  /  /

Surname/Family name:  Given name:

Email:  Phone number:

I authorise Student HQ to update My Student Centre, making this my 'preferred email address'.

If you studied prior to 1979, please include the year/s and course/s studied:

## 2. Transcript details:

- \$15.00 (3 copies will be provided)
- Additional copies: \$5.00 per copy      1 additional copy      2 additional copies      3 additional copies

## 3. Obtaining your transcript

You will receive an email notification from My eEquals when your Academic Transcript is available to view online.

Hardcopies are also provided; you need to nominate if you would like to **collect** your transcript, or have it **posted** to you. Postage will incur an additional cost as detailed below. There is no additional charge to collect from Student HQ.

**Collection:** Transcripts will be available for collection from 2.00 pm on the next business day after form submission.

I will collect my official transcript from the below Student HQ location:

I authorise my official transcript/s to be collected from the below Student HQ location, by the following nominated person: *(Photo identification required.)*

Berwick

Gippsland

Mt Helen

SMB

Wimmera

**Postage:** Choose postage type:

Postage type	Delivery timeframe	Additional charge
<b>Domestic (within Australia):</b>		
Post within Australia: Registered Post	1 – 4 working days	\$10.00
Post within Australia: Express Post (Signature on delivery)	Next day delivery	\$15.00
<b>International:</b>		
DHL International Courier Service*	3 – 10 working days	\$25.00

*\*DHL do not deliver to Post Office boxes or some remote locations.*

*Transcripts will be sent via Australia Post International Registered mail at the same rate if either of these conditions apply.*

**Post my transcript to the following address:**

Suburb/Town/City

State  Post Code  Country

I authorise Student HQ to update My Student Centre to reflect this change in address.

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## 4. Credit Card Authorisation: for payment of official transcripts and postage

This authorises Federation University Australia to process the following transaction. The following cards accepted, please select one:

Mastercard	Visa	<b>Total amount to be paid (including any postage costs)</b>		<input type="text"/>
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Card Expiry Date: <input type="text"/>
Cardholder Name:	<input type="text"/>		Cardholder Signature:	<input type="text"/>

### OFFICE USE ONLY

Student ID:

Payment receipt number:

## 5. Student Declaration

I authorise Federation University Australia to process my request.

I understand photo identification is required to collect an academic transcript.

I have indicated if I will collect my transcript or have it posted at an additional cost.

Student signature:  Date:

## Form Submission

**Email:** info@federation.edu.au

**Post:** Student HQ, Federation University Australia  
PO Box 663, Ballarat Vic 3353

**In Person:** Student HQ at your home campus.

### OFFICE USE ONLY

#### Payment processing

Payment Receipt Number:  Date Paid:   
Signature:

#### Transcript processing

Student ID:  Transcript generated by:   
Transcript emailed:  Transcript posted/collected:  Date: