

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.

Form Submission

Email: info@federation.edu.au
In Person: Student HQ at your home campus.

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

1. Personal Details

FedUni Student ID Number: Campus/Location: Date of birth: / /
Surname/Family name: Given name:
Email: Phone number:
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 – please note transcripts cannot be emailed

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 2.00pm 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
Domestic (within Australia):		
Post within Australia: Registered Post	1 – 4 working days	\$10.00
Post within Australia: Express Post (Signature on delivery)	Next day delivery	\$15.00
International:		
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

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

Total amount to be paid (including any postage costs)

Card Number:

Card Expiry Date:

Cardholder Name:

Cardholder Signature:

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:

OFFICE USE ONLY

Payment processing

Payment Receipt Number:

Date Paid:

Signature:

Transcript processing

Student ID:

Transcript generated by:

Transcript posted (if applicable):

Transcript collected (if applicable):

Date: