

OFFICIAL ACADEMIC TRANSCRIPT REQUEST FORM

INSTRUCTIONS FOR APPLICANTS

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

1. PERSONAL DETAILS

FedUni student ID number:	Date of Birth: DD / MM / YYYY
Surname/family name:	Given names:
Contact email:	
Contact telephone number:	Year of study: From: YYYY to YYYY

2. TRANSCRIPT AND POSTAGE INFORMATION

Choose transcript type: (please note transcripts cannot be emailed)
 \$15.00 (3 copies will be provided)

Choose postage type: (Postage will incur additional cost as outlined below. All transcripts are sent via Registered post where possible. Registered post is not available to all countries):

Post within Australia (*Registered 1-4 working days*) - **\$10.00**

Post within Australia (*Express Platinum – Next day Delivery*) - **\$15.00**

International Post Registered (*3-10 working days*) - **\$25.00**

Express Courier International (*2 – 4 working days*) - **\$50.00**

Collect from Student HQ Berwick SMB Mt Helen Churchill Wimmera

I authorise my official transcript/s to be collected from Student HQ by the following nominated person (*photo identification will be required on collection*):

Please post my official transcript/s to the *person* and mailing address nominated below:

Name:		
Mailing Address:		
Suburb/Town/City:	State:	Postcode:
Country:		

3. CREDIT CARD AUTHORISATION OF PAYMENT OF OFFICIAL TRANSCRIPT/S

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

Mastercard Visa Total amount to be paid \$ _____

Card Number:	Card Expiry Date:
Cardholder Name:	Cardholder Signature:
Payment Receipt Number (Fed Uni only):	Date Paid:

4. STUDENT DECLARATION

- I authorise the University to process my request and I understand photo identification will be required upon collection of the academic transcript.

Student signature:	Date:
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5. FORM SUBMISSION

All locations

- Email:** info@federation.edu.au
- Post:** Student HQ, Federation University, MT HELEN CAMPUS, PO BOX 663, Ballarat, VIC, 3353

FEDERATION UNIVERSITY STUDENT HQ USE ONLY			
Name:			
Signature:		Date:	
Processing payment Receipt Number:			