

**Student information**

Use **BLOCK LETTERS** and tick  boxes.

**Important:** Official transcripts will **not** be issued to students with outstanding debts to Federation University Australia.

**Privacy statement:** The information on this form is collected for the primary purpose of generating your official academic transcript. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at [privacyofficer@federation.edu.au](mailto:privacyofficer@federation.edu.au).

**Personal details**

Federation Student ID Number:  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:

**Transcript details:**

Free – Digital copy only	\$15.00 – Digital copy, plus 1 printed copy		
Additional printed copies: \$5.00 per copy	1 additional copy	2 additional copies	3 additional copies

**Obtaining your transcript**

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

**Printed copy:** If you are purchasing a printed version, you need to nominate if you would like to **collect** your transcript, or have it **posted** to you. Postage will incur an additional charge 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      Brisbane      Gippsland      Mt Helen      SMB      Wimmera

**Postage:** Choose postage type:

**Domestic (within Australia):**

Post within Australia: Registered Post

Post within Australia: Express Post (Signature on delivery)

**Delivery timeframe**

1 – 4 working days

Next day delivery

**Additional charge**

\$10.00

\$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

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

# Official Academic Transcript Request Form

## 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:

## Student Declaration

I have read and understood the guidelines and advice on this form. I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

## Form Submission

**Online:** via the [Federation Request and Enquiry Dashboard \(FRED\)](#).

**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

