

REQUEST FOR ACADEMIC TRANSCRIPT



An academic transcript is a complete summary of your academic history at The University of Adelaide and cannot be altered in any way.

Your transcript will contain a complete record of all academic study undertaken at the University, the previous South Australian College of Advanced Education (Kintore Avenue) and the Roseworthy Agricultural College.

Please note that there will be delays in processing transcripts for records prior to 1986 (including SACAE and Roseworthy Agricultural College) due to the need to obtain archival records.

Personal Details

Student ID No..... Title (Dr, Mr, Mrs, Miss, Ms, other).....
 Family Name
 Given Name(s).....
 Previous Name (if applicable)
 Date of Birth Contact Phone No.....
 Contact email address

Transcript Format

Qualifications and Graduations

- have you qualified for your degree/diploma YES / NO
 (i.e. finished program but not yet graduated)
- have you graduated from your degree/diploma YES / NO
 (i.e. either graduated in person or *in absentia*)

If "YES" to either of these questions, please specify program (eg B.A., B.Sc., etc.).....

(Please note that the conferral statement will not appear on your academic transcript until some weeks after the graduation ceremony).

Prices

	Cost	Copies	Price
One (1) Official Transcript only	\$10.00	na
Four (4) Official Transcripts	\$20.00	na
Additional copies ordered at the same time if ordering 4 transcripts	\$2.00 each
Laminating (including GST)	\$3.30 each
Express postage (including GST) (available within Australia only)	\$5.00	na
Airmail postage (for overseas only) per envelope to the address(es) provided	\$2.00	... envelopes
Express Courier (for overseas only) per envelope to the address(es) provided	\$20.00	... envelopes
Faxing within Australia (regardless of number of copies to be faxed)	\$1.50	na
Faxing overseas (regardless of number of copies to be faxed)	\$3.00	na
		TOTAL PRICE

Study Record at Affiliated Institutions

Did you ever attend/study at:

- South Australian College of Advanced Education (Kintore Avenue) YES / NO
- Roseworthy Agricultural College..... YES / NO

If yes, please complete the following:

Course Name

Campus Details

Completion Year
(i.e. when completed program, but not yet graduated)

Graduation Year.....
(i.e. when award officially conferred)

Collection/Postage

Please tick relevant box

- Please hold for me to collect.
- I authorise:..... to collect my transcript on my behalf.
Please note that this person must bring photo ID with them at the time of collection of your academic transcript.
- Post to:
-
- (Please note if you wish a number of individual transcripts to be sent to different addresses, please attach a separate list of the addresses and instructions on numbers of transcripts to be sent etc.)
- Fax to:.....

Signed..... **Date**.....

You can lodge your form at the Student Centre OR Fax +61 8 8303 6445 OR Post to:
Student Finance
The University of Adelaide
SA 5005
AUSTRALIA
 If you have any query regarding the status of your transcript please call:
 Telephone: +61 8 8303 4218

Office use only:
 Prep:
 Paid:
 Sent/coll:

Payment details

Please complete appropriate section in BLOCK LETTERS

Student Name (in full)

Student Number:

Credit Card Authority for University of Adelaide transcripts

Please charge my: Bankcard Mastercard Visa American Express

Card Number:

Cardholder's details: Mr / Mrs / Ms / Miss Family name Given name

Expiry date: __ / __ Amount: AUD\$..... Signature:

Cheque Details:

Drawer: Bank:..... Branch:..... Amount AUD\$.....