



Student Administration Services
Pauline Griffin Building (11)
Canberra ACT 0200 Australia

CRICOS Provider Number: 00120C

SAS 3 22/06/09

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Application for Transcript of Academic Record

Please read these Notes before completing the form.

1. Do not complete this form if you are coming in to the SAS Enquiries Counter (Pauline Griffin Building) to purchase transcripts over the counter. This form is used to order transcripts and have them posted to you.
2. When ordering transcripts: – a person other than the applicant must present written authority from the applicant, as well as their own photo ID.
3. Definition: A Transcript of Academic Record is a certified statement detailing a student's **complete** academic record at the University. It includes details of all programs/courses in which the student has had an effective enrolment and the marks/grades achieved in courses. (Marks are only included for courses taken since 1994.) It also lists University prizes and conferring details where applicable.
4. Transcripts for current students will take an average of two working days to be processed, although there may be a delay during peak request periods following the official assessment periods and conferring ceremonies. Transcripts for students with records dating prior to 1998 may experience longer delays if your record needs to be located on the University's legacy computer system. If a student file needs to be called for from offsite storage a transcript may take up to two weeks to produce.
5. The University cannot be responsible for meeting deadlines imposed by other institutions/organisations.
6. No responsibility is accepted for the delivery time if transcripts are posted.
7. When selecting the option of regular post (domestic or international), the University cannot be responsible for any delayed or undelivered items once they have been posted.
8. When selecting the International regular post option the student is acknowledging that the delivery time can take 8-12 weeks, the University cannot be responsible for any delays or undelivered items.
9. When selecting the option of express post (domestic or international), the University cannot be responsible for any delayed or undelivered items, however a tracking number can be issued so that the issue can be followed up directly with the postal company via the student.
10. The University does not send transcripts by fax or email because a faxed/emailed copy is not an original document.
11. Transcripts printed before the end of First or Second Semester will not include that session's results. Results for intensive courses in Summer/Winter/Spring Session may be released before the end of session. Please check ISIS at <http://isis.anu.edu.au> before ordering a transcript if you want such results included.
12. If you wish for your transcript order to be sent to more than one address (ie one transcript to several tertiary institutions), please attach paperwork specifying each address. Please note that express postage charges will apply to each individual address that is requested. Also note that International Express Post orders can not be delivered to a PO Box.
13. Your Australian Higher Education Graduation Statement describes your award, lists the academic results pertaining to that award and any prizes/scholarships you achieved. The Graduation Statement is only available to graduates who graduated in *December 2009 or later*.

Lodgement of Applications

- **Payment is required at the time of ordering.**
- **Please make cheque/money order in Australian dollars payable to 'The Australian National University'.**

By Post: Send this form with a cheque / money order / completed credit card details to:
ANU Enrolments
Pauline Griffin Building (11)
The Australian National University
CANBERRA ACT 0200 AUSTRALIA

By Email: Send this form with completed credit card details to:
enrolments@anu.edu.au