



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

CRICOS Provider Number: 00120C

SAS 3 22/06/09

W: www.anu.edu.au
P: +61-2-6125-3339
F: +61-2-6125-7535
E: enrolments@anu.edu.au

Application for Transcript of Academic Record

(Please read the Notes on Page 2)

Your Transcript is a complete academic statement, including yearly enrolment details, courses, results, program completion and/or conferring details. All failures, absences, withdrawals, grades etc. will be included.

1. Personal Details *(Please provide CURRENT contact details.)*

Family Name:	<input type="text"/>	Given Names:	<input type="text"/>
Previous Family Name: (if applicable)	<input type="text"/>	Uni ID	<input type="text" value="U"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address: (for mailing transcript/s)	<input type="text"/>		Phone (Day): <input type="text"/>
	<input type="text"/>		Mobile: <input type="text"/>
	State <input type="text"/>	Postcode <input type="text"/>	
	Country (if outside Australia) <input type="text"/>		
Email:	<input type="text"/>	Date of Birth:	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. ANU Program Details

Program (Degree) Name/s:	<input type="text"/>	Are you currently enrolled?	<input type="text" value="Y"/>	<input type="text" value="N"/>
Year of First Enrolment:	<input type="text" value="Y"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year of Last Enrolment:	<input type="text" value="y"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(if still enrolled leave blank)

3. Transcript Order Details *(Please tick ONE option for each question below and specify the Total Payable in the end column.)*

International Orders	Number of Transcripts		
Some international institutions require transcripts to be in a sealed ANU envelope with a signature and stamp over the seal. If you require this, please tick here: <input type="checkbox"/>	First Copy	\$15.00	1
	Number of additional copies	\$2.00	
When Required <i>(Please Tick ✓)</i>	Delivery Details <i>(Please Tick ✓)</i>		
Print now and post <input type="checkbox"/>	Collect from Student Administration Services <input type="checkbox"/>	nil	
Print after release of Semester 1 or 2 results and post <input type="checkbox"/>	Regular Post (Domestic or International) <input type="checkbox"/>	nil	
Print after end of non-standard session and post <input type="checkbox"/>	Express Post Required — within Australia <input type="checkbox"/>	\$4.80	
Print after the next Graduation Ceremony and post <input type="checkbox"/>	Express Post Required — International <input type="checkbox"/>	\$14.80	
Total Payable		A\$	

Applicant's signature:	<input type="text"/>	Date ordered:	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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4. Credit Card Payment Authorisation

Card Type:	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	
Credit Card Number:	<input type="text"/>	Expiry Date:	<input type="text" value="M"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Payments made using a foreign MasterCard or Visa card will be processed in the foreign currency (if available). Please tick here if you do not wish for this to occur.		<input type="text"/>	
Cardholder's Name (print):	<input type="text"/>	Please debit my Credit Card for:	<input type="text" value="A\$"/>
Cardholder's Signature:	<input type="text"/>		



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Application for Transcript of Academic Record

Please read these Notes before completing the form.

- 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.
- 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.
- Transcripts for current students will normally be ready for postage on the day the application is received, 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 2002 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 one week to produce.
- The University cannot be responsible for meeting deadlines imposed by other institutions/organisations.
- No responsibility is accepted for the delivery time if transcripts are posted.
- The University does not send transcripts by fax or email because a faxed/emailed copy is not an original document.
- 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.
- When ordering transcripts: – all students must provide photo identification (eg. drivers licence or passport):
 - a person other than the applicant must present written authority from the applicant, as well as their own photo ID.
 - a faxed/posted order must include one form of photo ID.
- 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.
- Please note that international express postage charges will increase effective 1 January 2010.

OFFICE USE ONLY

Fees	Receipt Number for Payment Processed:	<input type="text"/>	Signature:	<input type="text"/>												
Enrolments	Date Transcript Posted:	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	D	D	M	M	Y	Y	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Express Post Sticker (if applicable):	<input type="text"/>
D	D	M	M	Y	Y											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											
Enrolments	Name (print):	<input type="text"/>	Signature:	<input type="text"/>												

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, including photo ID 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 Fax: Send this form, including photo ID, with completed credit card details to:
+61 2 6125 7535