

# REQUEST FOR ACADEMIC TRANSCRIPT



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

FAMILY NAME: \_\_\_\_\_ VU STUDENT ID: \_\_\_\_\_  
 GIVEN NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ /19\_\_\_\_  
 STREET NUMBER AND NAME: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POST CODE: \_\_\_\_\_  
 COUNTRY: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 FORMER FAMILY NAME (IF APPLICABLE): \_\_\_\_\_ YEAR LAST ENROLLED: \_\_\_\_\_  
 COURSE CODE: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

TRANSCRIPT FEE		FIRST COPY	SUBSEQUENT COPIES (REQUESTED AT SAME TIME)		* Fee is not refundable if no records are found, as a manual search of our archives is required.	
All students, <b>2001 on</b>		\$15	\$10			
All students, <b>pre – 2001</b> (including pre-1991 WMIT and pre-1982 VU)		\$30*	\$15			
POSTAGE FEES	STANDARD LOCAL / INTERNATIONAL AIR MAIL	EXPRESS POST (Australia)	EXPRESS POST (International -not trackable)	DHL OVERSEAS COURIER (Trackable)		
Tick Option	<input type="checkbox"/> Free	<input type="checkbox"/> \$15	<input type="checkbox"/> \$20	<input type="checkbox"/> \$65		
TYPE OF TRANSCRIPT REQUIRED				GRADE POINT AVERAGE (GPA)***	NUMBER OF COPIES	TOTAL COST
Full academic transcript (Prints entire academic history for all courses and units of study undertaken)				Yes / No		
Course transcript (Entire academic history for a nominated course) «PLEASE STATE COURSE: _____»				Yes / No		
Statement of Attainment (Applicable only to TAFE students. Lists units passed for courses recognised within the Australian Qualification Framework)				Not available		
Pre 2001 students, as mentioned above	Student records are available from WMIT pre 1991 and from VU pre 1982 archives. These will take up to 4 weeks to retrieve and print			Not available		
***Grade Point Average (GPA) is <b>ONLY</b> available for Higher Education Courses commenced 2001 on				POSTAGE \$		
				TOTAL AMOUNT PAYABLE \$		

## DELIVERY INSTRUCTIONS

(Person / Company / Registration Body etc where transcript is to be sent or write 'As above')

PERSON / COMPANY / REGISTRATION BODY: \_\_\_\_\_  
 STREET NUMBER AND NAME: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
 SPECIAL INSTRUCTIONS: \_\_\_\_\_

If your grade has been altered since you received your last transcript, bring the transcript showing the original grade to any Student Service Centre and we will issue you with a replacement transcript free of charge. Offshore or off campus students please post your transcript request to the address below.

If you have changed your name since you were a student at VU, you need to provide documentary evidence of your change of name before we can issue you with a transcript in your new name (charges apply). Offshore or off campus students please post documentation showing change of name to the address below.

**CREDIT CARD PAYMENT** (to be completed ONLY IF YOUR ARE POSTING THIS FORM – please note we do not accept American Express or Diners Club cards)

TYPE OF CARD (PLEASE TICK):  MASTERCARD  VISA

CARDHOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ / \_\_\_\_\_ CVV NUMBER \_\_\_\_\_

I have read the Privacy information below and declare that the information supplied is true and correct.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_

OFFICE USE ONLY	<b>PROCESSING OFFICER TO COMPLETE</b>		
	PROCESSED BY: _____		
	SIGNATURE: _____		DATE: _____
	AMOUNT PAID: \$ _____	RECEIPT NUMBER: _____	TRANSCRIPT SENT: _____

### CONTACT

Enquiries ASKVU [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
 Phone +613 9919 6100  
 Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

### STUDENT SERVICE CENTRES

City Flinders Newport  
 City King St Albans  
 Footscray Nicholson Sunshine  
 Footscray Park Werribee  
 Melton

### MAIL TO

Assessment & Completions Office  
 St Albans Campus  
 Victoria University  
 PO Box 14428  
 Melbourne VIC 8001

### PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/forms](http://www.vu.edu.au/forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).