

REQUEST FOR ACADEMIC TRANSCRIPT



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

FAMILY NAME: _____ VU STUDENT ID: _____
 GIVEN NAME: _____ DATE OF BIRTH: ____/____/____
 STREET NUMBER AND NAME: _____
 SUBURB: _____ STATE: _____ POSTCODE: _____
 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, 2001 on		\$20	\$12			
All students, pre – 2001 (including pre-1991 WMIT and pre-1982 VU)		\$32*	\$16			
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"/> \$16	<input type="checkbox"/> \$22	<input type="checkbox"/> \$70		
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) <i>«PLEASE STATE COURSE:»</i>				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 ONLY available for Higher Education Courses commenced 2001 on				POSTAGE \$		
				TOTAL AMOUNT PAYABLE \$		

PAYMENT INSTRUCTIONS

If paying by credit card payment must be made prior to submitting this form. To make payment please go to:

<https://www.vu.edu.au/academic-transcript-payment> and submit form and receipt online at <http://askvu.vu.edu.au/>

Or by post or in person at a Student Service Centre - Use this method if paying by bankdraft, money order, bank or personal cheque.

Please write the **RECEIPT** number here if you are unable to submit it online: _____

DELIVERY INSTRUCTIONS

(Person / Company / Registration Body etc where transcript is to be sent or write 'As above') – Transcripts will not be sent electronically

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.

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

STUDENT SIGNATURE: _____ DATE: ____/____/20____

OFFICE USE ONLY	PROCESSING OFFICER TO COMPLETE		TRANSCRIPT SENT
	PROCESSED BY: _____		
	SIGNATURE: _____		

CONTACT	STUDENT SERVICE CENTRES	MAIL TO
Enquiries ASKVU www.vu.edu.au/askvu	City Flinders	Assessment & Completions Office
Phone +613 9919 6100	City King	St Albans Campus
Web www.vu.edu.au/students	Footscray Nicholson	Victoria University
	Footscray Park	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) and the Privacy Policy (www.vu.edu.au/privacy).