



Information for Applicants

An academic transcript is an official record of **all** studies undertaken at the University of Sydney and/or the amalgamated colleges (listed on the following page). Your transcript will include all units of study attempted, the grade and mark achieved, and completion details (if applicable).

You may also purchase a Certificate of Graduate Status. This is an official statement which lists the degree/s you have completed and the graduation date/s. No units of study or academic results are included. This statement is **only available after you have attended a graduation ceremony**.

COSTS

Academic Transcripts and Certificates of Graduate Status cost \$11.00 for two copies. Additional copies cost an extra \$1.10 each if ordered at the same time. You may wish to combine your order, e.g. request 1 Academic Transcript and 1 Certificate of Graduate Status for \$11.00 or another combination. Standard postage is free for up to two delivery addresses (see further options below).

SPECIMEN SIGNATURE

All request forms must be accompanied by a **photocopy of your signature** as it appears on a **legitimate form of personal identification (e.g. a driver's license or passport that required 100 points of ID to obtain)**. Your request **will not be processed** unless this has been included. Local library cards, medicare cards, or birth certificates are not accepted.

PROCESSING TIME

Once received, your request can take up to **5 days to process, plus mailing time**. For studies undertaken prior to 1981 or at an amalgamated college, the standard processing time is up to **3 weeks, plus mailing time**.

Academic Transcripts and Certificates of Graduate Status can also be purchased over the counter at the Student Centre, upon production of photo identification (**post-1981 records only**).

DELIVERY AND POSTAGE OPTIONS

Your academic transcripts can be posted directly to you and/or to a third party (e.g. a Registration Board or University). Electronic copies of transcripts cannot be issued. **Transcripts can be sealed in stamped envelopes if required (please indicate this on the form under 'Specific Instructions')**.

Standard postage is free of charge for up to two delivery addresses (domestic and airmail). Delivery to more than two addresses costs an extra **.60c** per addressed envelope within Australia, and **\$2.10** per addressed envelope overseas (sent by airmail). If applicable, please calculate the additional fee and include an extra page with clear delivery instructions.

Express post is available within Australia at an extra cost of \$6.00. For international express post, we offer Express Courier International (ECI). Delivery to most countries is within 2-4 business days and the maximum cost is \$45.00 for up to 500g (additional costs apply for envelopes over 500g). You will be charged according to the country of delivery: Zone A (NZ) - \$35.00, Zone B (Asia Pacific) - \$40.00, Zone C and D (USA, UK) - \$45.00. For further information about ECI, please visit the Australia Post website at: <http://www.auspost.com.au/internationalpost/products/eci/index.asp>

Please note that requesting express postage will not expedite the processing time.

PAYMENT OPTIONS

Payment can be made by credit card, cheque or money order (made payable to the University of Sydney). Cheques from outside of Australia must be in the form of an overseas bankdraft, issued through a bank. Please note that faxed requests may be paid by credit card only.

LODGEMENT DETAILS:

By post, fax, or Email

Academic Records, Level 3, Jane Foss Russell Bldg (G02), University of Sydney
NSW 2006, **Fax: +61 2 8627 8284, Email: academic.records@sydney.edu.au**

CREDIT CARD PAYMENT DETAILS

Student Name: _____

Student #: _____

Transcripts (minimum) \$11.00 + Extra Copies (\$1.10 each) \$ _____ + **Postage** _____ = **Total Amt \$** _____

Please debit my credit card using the details below:

Mastercard VISA

Expiry Date: /

Cardholder's Name (Please print): _____ **Signature:** _____

Receipt #:
