

## APPLICATION FOR OFFICIAL ACADEMIC TRANSCRIPTS

### Information for Applicants

An academic transcript is an official record of all studies undertaken at the University of Sydney and/or the amalgamated colleges. 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**.

#### COST

AUD\$11 per request with two copies of Academic Transcripts or Certificate of Graduate Status supplied. Additional copies ordered at the same time cost an extra AUD\$1.10 each. You may wish to combine your order e.g. request 1 Academic Transcript and 1 Certificate of Graduate Status for AUD\$11.00, or another combination.

Standard postage is free for up to two delivery addresses (domestic and airmail). Delivery to more than two addresses costs an extra of .55c per addressed envelope within Australia, and AUD\$2.10 per addressed envelope overseas (sent by airmail).

Express post is available within Australia at an extra cost of \$6.00.

Payment of transcript request should be made at the time of submission.

#### PROCESSING TIME

In person request at Student Central may be processed on the spot.

Transcript requests can take up to **5 working days** (including mailing time) from the date received. Additional processing time may occur which can take up to **3 weeks** (including mailing time) for studies undertaken prior to 1981 or at an amalgamated college.

#### 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). Your request **will not be processed** unless this has been included. Local library cards, Medicare cards, or birth certificates are not accepted.

#### PAYMENT AND LODGEMENT OPTIONS

☺ **IN PERSON:** Complete the application form and make payment at the Cashier (**1<sup>st</sup> Floor 'A' Block Jeffrey Miller Administration Building, open from 9.00am to 4.30pm**) by **Cash** or **EFTPOS**. Attach the receipt together with completed application form, and return to Student Central for lodgement. Student Central at the Faculty of Health Sciences, is located on **Ground Floor 'F' Block, and open from:**

- **Monday to Thursday, 10.00am to 4.00pm**
- **Friday, 10.00am to 2.00pm**

In person request may be processed on the spot.

✉ **BY POST:** Complete the application form and include **money order, bank cheque, personal cheque, international bank cheque** drawn on an Australian Bank (i.e. Commonwealth, Westpac, National Australia, ANZ etc.) in Australian dollars payable to *The University of Sydney* or credit card details. Send to: **Student Central, Faculty of Health Sciences, the University of Sydney, P.O. Box 170, Lidcombe NSW 1825, Australia.**

☎ **BY FAX:** Complete the application form and include credit card details. Fax completed form to: **+61 2 9351 9412.**

#### FURTHER ENQUIRIES

Telephone: Student Central, Faculty of Health Sciences on +61 2 9351 9161.

Email: Submit through [Ask Health Sciences](#)

