University of Southern Queensland

REQUEST FOR OFFICIAL ACADEMIC TRANSCRIPT

STUDENT SUPPORT
University of Southern Queensland
TOOWOOMBA QLD 4350
Phone: 07 4631 2285
Fax : 07 4631 2893
Email: cenrolq@usq.edu.au
CRICOS Provider No. 00244B QLD | 02225M NSW

Please read general information on Page 2 before filling out the form.

Please type the relevant information in the grey sections of this form and email the completed form to the email address above.

1. Student Number:
2. First Name: Family Name
3. Date of Birth: **4**. Daytime Phone No:
5. Email Address:

Copies of Academic Transcripts may be ordered at a cost of **$30.00 for (3) three copies or $15.00 for (1) copy**. To courier your transcript costs **$11.00 per package**. Please indicate below the number of copies you wish to order and the method of payment.

6. Total no. of copies: 1 ☐ 3 ☐ Other: ☐ (enter total number of copies being requested)
(please check only one box)

7. To be posted to:
Address 1:

	No of copies: *please check only one box* By Post ☐ (No extra cost) By Courier ☐ ($11.00 per package)

Address 2:

	No of copies: *please check only one box* By Post ☐ (No extra cost) By Courier ☐ ($11.00 per package)

Address 3:

	No of copies: *please check only one box* By Post ☐ (No extra cost) By Courier ☐ ($11.00 per package)

8. When required (*Please check only one box*).

☐ Print now and post.
☐ Print and post after my current semester's results are released.
☐ Print and post after my current semester's results are released and my transcript shows "eligible to graduate" (Only for students who expect to graduate after the current semester).

9. To pay by credit card please complete the details below (section 10) or phone Student Support on +61 7 4631 2285.

10. PAYMENT BY CREDIT CARD MUST BE PROVIDED BEFORE YOUR REQUEST CAN BE PROCESSED

Please debit my Visacard ☐ Mastercard ☐ Amex card ☐ for $

Card No: Expiry Date:

Cardholder's Name:

INSTRUCTIONS

1. Academic transcript is an official statement with no alterations or erasures, detailing a student's academic record for the period of enrolment at the University. It includes details of :
    - all programs, listed in ascending academic level order (ie non-award, then undergraduate, then postgraduate, then research)
    - grades achieved in courses (with courses listed in date order within programs)
    - exemptions granted
    - graduation and course status details.

2. When a request for academic transcript is sent by email, it must be sent from the student's Umail account or registered email account. If you are unable to email from your Umail account or registered email account, please contact Student Support on +61 7 4631 2285.

3. Payment can be made by credit card, cheque or money order. If payment is made by cheque or money order, please make payable to the University of Southern Queensland and post the completed request form with cheque or money order to Student Support. Please ensure that cheque or money order is securely stapled to the form.

4. Students can make payment and collect academic transcript in person at Toowoomba Campus. Please make payment at the Finance department (J block, Toowoomba campus) and bring the receipt and your photo ID to Student Support (B block, Toowoomba campus). The request form for academic transcript does not need to be submitted. The request for academic transcript is processed at Toowoomba Campus only.

5. Students may view and print out unofficial academic transcript via Student Centre online. UConnect > UDo Student Centre > Other enrolment....> Select Unofficial Academic Transcript from the drop down menu. Please note that this is not an Official Academic Transcript.

6. Students with outstanding debts to the University are not able to purchase a transcript until the debt is paid in full.

7. Transcripts will usually be posted out within 5 working days of receiving the fully documented request with the payment.

8. Official academic transcripts cannot be faxed, scanned or emailed to students.

9. Transcripts can be couriered to your nominated address for an additional charge of AUS$11.00 (Express Post within Australia and international courier service for overseas destinations). For international courier, generally PO Box numbers cannot be used.

10. The University cannot be responsible for transcript delayed or lost in the mail once the parcel has been posted.

11. Transcript, printed before the current semester results are released, will not include the semester's results and they will appear as "Currently Enrolled". Please specify in the request form if you wish the current semester's results to be included in the transcript. When this option is chosen, your request will be held until your results are released.

12. All the copies of transcript ordered are enclosed and posted in an envelope. You must specify in the request form if each copy of transcript needs to be sealed in an individual envelope.

USQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated USQ services. The information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager pursuant to obligations under the Education Services for Overseas Students Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.