



REQUEST FOR OFFICIAL ACADEMIC TRANSCRIPT

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

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

| | |
|---|-------------------|
| Student Number: | Date of Birth: |
| First Name: Family Name: | Daytime Phone No: |

Copies of Academic Transcripts may be ordered at a cost of \$20.00 for (3) three copies or \$10.00 for (1) copy. To courier your transcript costs \$11 per package. Please indicate below the number of copies you wish to order and the method of payment.

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

6. To be posted to:
Address 1:

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| | No of copies: By Post <input type="checkbox"/> By Courier <input type="checkbox"/> (please check only one box) |
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Address 2:

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| | No of copies: By Post <input type="checkbox"/> By Courier <input type="checkbox"/> (please check only one box) |
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Address 3:

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7. To pay by credit card please complete the details below (section 8) or phone Student Support on +61 7 46312285.

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

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| Please debit my Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> for \$ | |
| Card No: | Expiry Date: |
| Cardholder's Name: | |