



Academic Transcript Request Form

University Drive, Mount Helen P O Box 663 Ballarat, Victoria 3353, Australia
Telephone: +61 3 5327 9000 Facsimile: +61 3 5327 9704

Transcripts are printed on a weekly basis (Tuesday mornings) and a service charge of **\$10.00** applies. Additional copies are available for **\$3.00 each**. Requests and payments must be received by 5:00pm Monday and transcripts will be available after 12:00pm on Tuesday. Alternatively, a copy can be produced if required prior to Tuesday's weekly run for a charge of **\$20.00**.

**Student Administration, University of Ballarat
PO Box 663, Ballarat VIC 3353 Australia**

Please complete this form and return with your payment to:

(Do not send any cash. Cheques/money orders are to be made payable to University of Ballarat or complete the attached Credit Card authorisation and fax back to Student Administration: +61 3 5327 9704)

UB Student ID Number:	Surname:	Previous Name (if applicable):	First Given Name:
Other Given Names:	Date of Birth:	Home Telephone:	Mobile Number:

Name of Course studied

Course Code (if known) **Years of Study** (if prior to 1979): 19..... to 19.....

Please tick the Transcript required:

- \$10.00 Printed on Tuesday, posted in normal mail within Australia or collect from Student Administration**
- \$20.00 Printed when required, posted in normal mail within Australia or collect from Student Administration**

Australian Postage Charges

- \$5.00 Express Post**

International Postage Charges

- \$2.00 International Post (posted in normal mail)**
- \$17.00 Registered Post International**
- \$17.00 Express Post International. Air despatch by next business day is guaranteed from capital cities and certain other areas to more than 50 countries.**

Extra Copies Required at \$3.00each: **TOTAL COST (Including postage if required): \$**

I will collect my Academic Transcript/s from Student Administration

Please fax/post my Academic Transcript to:

Correspondence Address	Suburb	State	Post Code:
Fax number: (provide postal address to which the original Transcript can be sent)			

Student Signature

Date

FINANCE OFFICE USE ONLY	Amount: \$	Receipt No:	Date paid:
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Credit Card Authorisation for payment of Academic Transcript

This authorises the University of Ballarat to process the following transaction via EFTPOS.

(The following cards are acceptable for payment, please tick the appropriate box)

- Mastercard
- VISA
- AMEX

Amount to be paid: \$

Card No: _____ Expiry Date: _____

Cardholders Name: _____ Signature: _____