



## Request for Academic Transcript

This form and supporting documentation must be lodged at the Student Centre.

NOTE: All students must keep their address and contact details current on *Student Connect*.

### Section A Student Information

Student ID No

Current Family Name ..... Given Name(s) .....

Mailing Address: .....  
 .....

### Section B Details of Request

Name at Time Course Undertaken: .....

Course Undertaken: .....

Place of Study (eg McAuley, CTC, ICE, etc): .....

Year(s) of Study (eg 1973 to 1975): .....

Graduation Year (if applicable): .....

*(Note: If space is insufficient, please attach additional pages)*

### Section C Charge for Request

No. of Copies Required: ..... Cost \$15.00 per copy for current students or \$16.50 (incl GST) for past students  
*(Note: \$15.00 charge covers more than one course.*  
*If you need more than one copy for each course, the charge applies per copy)*

### Section D Student's Signature

I make this solemn declaration conscientiously believing the same to be true

Student Signature..... Date.....

*This form should be posted to the relevant campus Student Centre, along with a cheque or money order made out to "Australian Catholic University". (Note: Please allow up to fourteen [14] days for processing.*

*Office Use Only*  
 Client Service Officer Student Centre..... Date.....