

Application for Academic Transcript

Note: Academic Transcripts produced **will not** be provided if the student owes money to the University. Any debts should be paid prior to or when lodging this form. Enquiries regarding outstanding debts should be made to the Finance Branch, Level 3, David Myers Building, Bundoora Campus or by telephoning 03 9479-2086. Before completing this application form, students should note that unofficial academic transcripts can be printed directly via StudentOnLine – free of charge.

• **Do you need your transcript to support an application for:**

- | | | |
|---|-------------------------------|-----------------------------|
| - La Trobe University Scholarship | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| - Course Transfer to another La Trobe University course | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |
| - Direct Admission into a La Trobe University course | Yes* <input type="checkbox"/> | No <input type="checkbox"/> |

*** If you have previously undertaken a course or units at La Trobe University, you are NOT required to attach an academic transcript from La Trobe University. Only submit relevant academic transcripts from other institutions, where applicable.**

SECTION 1: PERSONAL DETAILS

Student ID Number: Title: (Mr, Ms, Miss, Mrs, Dr)

Given Names:

Family Name:

Telephone (Business/Mobile):

Telephone (Home):

Email:

Facsimile:

SECTION 2: REQUEST DETAILS

Service required (NOTE: Additional copies must be requested at the time of the initial request, otherwise standard charges will apply for subsequent requests. If you opt to have your transcripts posted, it will be printed within 24 hours.)

- 24 Hours service (A charge of AUD\$30.00 applies for the first copy of an academic transcript and AUD\$2.00 for each additional copy.)
- Weekly service (A charge of AUD\$15.00 applies for the first copy of an academic transcript and AUD\$2.00 for each additional copy.)

Number of Copies:

Amount: \$

- **Do you need results for the current semester included?** Yes No

(Please refer to the University website www.latrobe.edu.au for the release of results dates. Please note you can view your results by logging onto StudentOnLine)

- **Do you need your transcript to confirm you have completed your course?** Yes No

(Please note: Course completions/Qualifications are normally available within 10 working days from the release of results.)

SECTION 3: DELIVERY DETAILS

Pick up (your Academic Transcript will be ready for collection at the Student Centre Counter, David Myers Building Level 2)

Send out (please provide postal address below)

Postal Address

Number and Street:

Suburb:

State:

Postcode:

Date:

/

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Signature: