

## Application for Academic Transcript

**Note:** Academic Transcripts **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.

### PERSONAL DETAILS

Student ID Number:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family name:					First name:				
Date of Birth:					Course Title:				
Telephone:					Email:				

### REQUEST DETAILS

- 24 Hours service** (a charge of AUD\$30 applies for the first transcript and \$2 for each additional copy) **or**
- Weekly service** (a charge of AUD\$15 applies for the first transcript and \$2 for each additional copy)

NOTE: Additional copies must be requested at the time of the initial request, otherwise standard charges will apply for subsequent requests.

Number of copies:	Amount: AUD\$
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- **Do you need results for the current semester included?** Yes  No   
*(Please refer to the University website [www.latrobe.edu.au](http://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.)*

### PAYMENT DETAILS

Method of payment:  Visa  Master  Cash  Other (please specify): \_\_\_\_\_

Card Number:

Expiry date:                    /                    Card holder's name: \_\_\_\_\_

### COLLECTION METHOD

- Pick up**  **Pick up by a third party** (the person nominated below will need to provide photo identification)
- Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_

- Send out** (please provide a postal address below)

Street number/name:								
Suburb:			State:		Post code:			<input type="text"/>
Signature:					Date:			/  /

Please post, fax or email this application directly to the Student Administration Office:  
Student Administration Office La Trobe University Bundoora Vic 3086 | Fax: +61 3 9479 1994 | Email: [studentcentre@latrobe.edu.au](mailto:studentcentre@latrobe.edu.au)