

- This form is to be used to apply for official copies of your Academic Transcript.
- Documents will not be issued to students who have outstanding financial payments to the University.
- Please see Page 4 for lodgements details.
- If you have any questions please contact the Graduations and Records Team on +61 8 8302 2194 or email graduations@unisa.edu.au.

More Information about Academic Transcripts

- A UniSA transcript is an official document with no alterations or erasures, listing the results of ALL programs and courses in which the student enrolled at the University of South Australia or one of its precursor institutions.
- All students who complete and graduate from a program at UniSA receive 3 academic transcripts free of charge.
- One completion transcript will be sent to a students' mailing address, as recorded on myUniSA, once all requirements of a program have been completed and recorded on the student system.
- Two conferral transcripts will be posted to a students' mailing address, as recorded on myUniSA, once the award has been conferred by the University Council or at a graduation ceremony.
- If transcripts are required before this time, students must apply and pay for them using this application form.
- Transcripts take up to two working days to produce, however records for students who studied at one of the University's precursor institutions (see below) may take up to three weeks to prepare as some records have been archived.
- The fee for one academic transcript (including all programs and courses) is AUD\$25.00. Additional copies requested at the same time are AUD\$5.00 each.
- Academic transcripts are produced free of charge if sent directly to another tertiary institution; however this does *not* include State Admissions Centres e.g. SATAC, or Professional Registration Boards e.g. Teaching, Nursing, Psychology etc.
- To have an academic transcript sent to another tertiary institution simply write the name and postal address of the desired recipient in Part C.

Notes for Part B

The University of South Australia holds the academic records for its antecedent institutions. These institutions are listed below:

- South Australian Institute of Technology.
- South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only).
- Adelaide College of the Arts & Education (Underdale Campus only).
- Kindergarten Training College or Kingston CAE.
- Salisbury Teachers College or Salisbury CAE.
- Wattle Park Teachers College, Murray Park CAE or Hartley CAE.
- Western Teachers College, SA School of Art or Torrens CAE.

Please do NOT complete this form for studies completed at the following institutions:

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the **University of Adelaide** Student Centre on +61 8 8303 5208
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the **Flinders University** Graduation Office on +61 8 8201 3950



Application for Academic Transcript

Part A: Personal details			
Student ID (if known): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Title:		First name(s):	
Family name:		Previous name:	
Date of birth:	Contact No:	Email:	

Part B: Program details: <i>Only complete this section if you studied prior to 1991</i>	
Institution where you studied (see Notes for Part B):	
Name of program/award:	
Date award was conferred:	Years of study:
Additional Information: <i>(attach additional page if required)</i>	

Part C: Collection/Postage details <i>If you are collecting your transcript, or someone is collecting it on your behalf, photographic identification must be produced. University staff will contact you when it is ready for collection</i>		
<input type="checkbox"/> I will collect from:		
<input type="checkbox"/> Level 1, 101 Currie St, Adelaide	<input type="checkbox"/> Campus Central City West	<input type="checkbox"/> Campus Central City East
<input type="checkbox"/> Campus Central Magill	<input type="checkbox"/> Campus Central Mawson Lakes	<input type="checkbox"/> Campus Central Whyalla
OR <input type="checkbox"/> Post to the following address <i>(attach additional page if there are multiple destinations)</i>		
Name:		
Address:		
		Suburb:
State/Province:	Postcode/ZIP Code:	Country (if not Australia):
Applicant signature:		Date:
<input type="checkbox"/> I authorise to collect my transcript on my behalf		

Part D: Transcripts	Cost	Quantity	Total
Academic Transcript	AUD\$25	X 1	AUD\$
Additional copies	AUD\$5 each	X	AUD\$

Part E: Postage Options	Cost	Quantity	Total
Domestic / International Airmail	Free of charge		AUD\$ 0
Domestic Express Post	AUD\$5 per destination	X	AUD\$
International Express Post	AUD\$15 per destination	X	AUD\$
TOTAL:			AUD\$

OFFICE USE ONLY <input type="checkbox"/> Payment Received <div style="text-align: center; font-size: 2em; opacity: 0.5;">RECEIPT NO INITIALS</div>
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Part F: Payment	
<input type="checkbox"/> Cash/Cheque/Credit Card in person at Campus Central (see below for address details)	
<input type="checkbox"/> Cheque/Money Order/Credit Card via mail (see below for address details)	
<input type="checkbox"/> Credit Card via fax (see below for fax number)	
Credit card type (please tick):	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Card holder name:	
Card 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Card expiry date:	Amount AUD\$ Total from Page 3
Authorisation signature:	Date:
<i>Cheques should be made payable to "The University of South Australia".</i>	

LODGING YOUR APPLICATION WITH CAMPUS CENTRAL			
<u>In person</u>		<u>By post</u>	
City East Campus Central Level 3 Playford Building	City West Campus Central Ground Floor Yungondi Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (insert name of campus) GPO Box 2471 Adelaide SA 5000 Australia
Mawson Lakes Campus Central Ground Floor A Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor- Main Bld UniSA 111 Nicolson Avenue Whyalla Norrie SA 5608	<u>By fax</u> City East +61 8 8302 2466 City West +61 8 8302 0590 Magill +61 8 8302 4090 Mawson Lakes +61 8 8302 3550 Mount Gambier & Whyalla +61 8 8647 6082

OFFICE USE ONLY			
Campus Central			
Please enter student name and/or ID to enable tracking of page 3 of form.			
Student name:		Student ID:	
Receipt no:	Amount:	Initials:	Date: