



- A UniSA transcript is an official document listing the results of ALL programs and courses in which the student enrolled at the University of South Australia or one of its antecedent institutions. No alterations or erasures are permitted.
- Transcripts take four working days to produce, however records for students who studied at one of the university's antecedent institutions (see page 2) have been archived and therefore transcripts may take up to three weeks to prepare.
- The fee for one academic transcript (including all courses) is \$25.00. Additional transcripts requested at the same time are \$5.00 each.
- Please turn over for lodgement details and other information regarding academic transcripts.
- If you have any questions please contact Graduations & Records on +61 8 8302 2194 or email graduations@unisa.edu.au.

Part A: Personal detailsStudent ID (if known): Title: First name(s): Family name: Previous name (if applicable): Date of birth: Contact No: Email: **Program details:** (if you need to provide more information please attach another page)Program title: Have you graduated from this program? Yes No Date award was conferred: Institution studied at if not UniSA (see page 2): **Part B: Collection/Postage details***Note: If you are collecting your transcript, photographic identification must be produced. University staff will contact you when it is ready for collection.* I will collect, OR I authorise _____ to collect my transcript on my behalf

from: (please circle one)

Level 1, 101 Currie St, Adelaide

Campus Central City West

Campus Central City East

Campus Central Magill

Campus Central Mawson Lakes

Campus Central Whyalla

OR Post to the following address:Name: Address Line 1: Address Line 2: State: Country: Post code: **Part C: Payment details**

1 Transcript only

\$25

n/a

Additional Transcripts ordered at same time

\$5 each

Total:*Please enter credit cards details on next page, or include a cheque with your form. Cash payments can also be taken in person at Campus Central (see page 2 for locations).*

Part C: (continued) Credit card details

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\$	
Authorisation signature:	Date:	

OFFICE USE ONLY**Campus Central****Please enter student name and/or ID to enable tracking of page 2 of form.**

Student name:	Student ID:		
Receipt no:	Amount:	Initials:	Date:

IMPORTANT INFORMATION**List of Antecedent Institutions:**

- 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

Please note

- Students receive three free copies of their transcript. One transcript will be sent to their mailing address once they have completed the requirements of their program and it has been recorded on the system. An additional two transcripts will be posted to their mailing address after their graduation ceremony. If a transcript is required before this time, students must pay for them using this application form.
- Transcripts will *not* be provided to students who have outstanding financial payments to the University
- Academic records are free of charge if being sent to another tertiary institution; however this does *not* include State Admissions Centres eg. SATAC or Registration Boards eg. Teaching, Nursing etc.

LODGING YOUR APPLICATION**With Campus Central**

<u>In person</u>			<u>By post</u>
City East	City West	Magill	University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5000
Campus Central Level 3 Playford Building	Campus Central Ground Floor Yungondi Building	Campus Central Level 1 B Block	
Mawson Lakes	Mount Gambier	Whyalla	
Campus Central Ground Floor A Building	Regional Centre Office Wireless Road Mount Gambier SA 5290	Campus Central Ground Floor Main Building	By fax
			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 +61 8 8302 6190 & Whyalla