

Application for transcript of Academic Record

Note: Academic Records 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

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STUDENT DETAILS

Student ID Number

Surname/Family name	
Given/Other names	

Before completing this application form, students should note that unofficial academic transcripts can be printed directly via StudentOnLine – free of charge

WEEKLY SERVICE:
(Number of Copies)

The charge is \$15 for the transcript and \$2 for each additional copy.

DAILY SERVICE (24 Hrs):
(Number of Copies)

The charge is \$30 for the transcript and \$2 for each additional copy.

Total number of transcripts required:

Do you want end of semester results included?

Yes

No

Do you need your transcript to confirm you have completed your course?

Yes

No

Outstanding Monies	
Debt Type:	_____

Amount: \$	_____

DELIVERY DETAILS

Pick up at Student Centre

Send Out

Address Off System

Signature: _____ **Date:** ____/____/____

Credit Card details:

Name on card: _____ Expiry Date: _____

Credit Card #: _____ Signature: _____

Please fax this form to: La Trobe International, Fax: (+61 3) 9479 3660.