



## Archive transcript request

(pre-1982 students  
and/or merged colleges)

Family name	Given name/s
Contact number	Email address
Address to which transcript is to be mailed	
	Postcode

### Name:

Please provide the name under which you were enrolled if different from your current name.

### Student number:

Please provide your student number from your previous study (if known).

### Date of birth:

### Faculty or institute where you studied:

e.g. Phillip Institute of Technology, Preston Institute of Technology, Coburg Teachers College, Melbourne College of Printing and Graphic Arts.

### Program name:

e.g. Bachelor of Business in Accountancy.

### Date commenced:

### Date completed:

### Conferral (graduation) date:

Did not graduate  Not sure

## Archive transcript information

The archive transcript fee is \$44 and includes the work required by a University archivist and the cost of transcript materials. Once we have obtained your archive transcript we will contact you to arrange payment which **must** be by debit or credit card (Visa or Mastercard only).

Submit this form:

- by email to [awards@rmit.edu.au](mailto:awards@rmit.edu.au)
- at RMIT Connect. Go to [www.rmit.edu.au/students/connect](http://www.rmit.edu.au/students/connect) for campus locations.

The processing time for archive transcripts is 15 business days from the date of receipt of the request. We cannot guarantee the provision of a transcript any earlier.

While we will endeavour to provide you with a complete academic record, in some cases this is not possible as complete records were not retained by all institutions.

## Student declaration

I, \_\_\_\_\_ declare that I am the person stated on this form.

print name

Due to privacy legislation, details of past students may only be released to third parties on provision of a signed letter from the student authorising the release of information. **Please note:** electronic signatures are not acceptable.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

CRICOS provider code: 00122A