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).

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

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
• at RMIT Connect. Go to 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.

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

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