



Transcript request form

Student no.

Date of birth (DD/MM/YYYY)

Given name/s

Family name

Previous name (if you studied under another name)

MAILING ADDRESS **

Street

Suburb

State

Postcode

Country

Email

Telephone

Signature

Date

** If you would like your transcript/s sent to a third party, i.e. another institution, you must provide a contact name and address details printed clearly on a separate page.

	Cost	Quantity	Total cost
Transcript	\$20 each		\$

POSTAGE – Please select ONE postage delivery option

Delivery within Australia	Free of charge		
Express Post – delivery within Australia	\$10		\$
International Registered Post (mandatory charge for addresses outside Australia) – delivered in approximately five to ten working days	\$25		\$

OR

Courier Zone 1 (NZ) – delivered in approximately three to five working days	\$50		\$
Courier Zone 2 (Asia Pacific) – delivered in approximately three to five working days	\$100		\$
Courier Zone 3 (rest of the world) – delivered in approximately three to five working days	\$150		\$
TOTAL (Australian dollars)			\$

PAYMENT DETAILS

<input type="checkbox"/> Money order:	All money orders should be in Australian dollars and payable to RMIT University		
<input type="checkbox"/> Credit card:	Please complete card details in the spaces provided below		<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Card holder name:	_____		
Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry date:	<input type="text"/> / <input type="text"/>	Security code:	<input type="text"/>
<small>(the three digits on the reverse side of your card)</small>			
Card holder signature:	_____		

HOW TO RETURN THIS FORM

Post: Hub, RMIT University
PO Box 71
Bundoora VIC 3083
Australia

More information:

www.rmit.edu.au/awards/transcripts

OR

Fax: +61 3 9925 7895

Forms returned via email will not be processed