

Request for Academic Transcript

Student Connect, 18 Wally's Walk Level 2 MUSE, Macquarie University 2109 Email: <u>ask@mq.edu.au</u> Tel: 61 2 9850 6410

ALL DEBTS MUST BE PAID BEFORE DOCUMENTS WILL BE RELEASED

An academic transcript includes yearly enrolment details, units, results, credit points, course completion and/or conferral of award details for <u>all</u> attempts at Macquarie University.

Personal Details							
MQ OneID	Date of Birth dd/mm/yy						
Given Names:	Family Name:						
Email:	Phone:						
Request Details							
Cost: \$35 per	copy						
Were you enrolled at SKTC, NSTC or IECS prior to 1990? If so, which years:							
Tick	s one: SKTC NSTC IECS						
Same day processing is not available for SKTC, NSTC or IECS prior to 1990. All processing for SKTC, NSTC or IECS could take up to 10 business days as we may have to collate historical information from archive.							
Signature:	Date:						
You must provide an official form of personal identification (eg driver licence, passport, etc) so we can verify your identity against the signature provided above. This enables the University to fulfil its obligations under the Privacy and Personal Information Protection Act (NSW) 1998). You need to provide this before your request can be processed.							
Office Use Only							
Receipt No.	Tracker No.						
Staff name	Date						



Third Party Authority Form

Use this form if you would like someone to collect your academic document on your behalf

TO BE COMPLETED BY THE STUDENT WHOSE NAME IS ON THE ACADEMIC DOCUMENT

Instructions

To comply with the NSW Privacy Act, if you wish a third party (eg. family member, partner, friend) to collect an official academic document on your behalf you must provide them with this Third Party Authority form.

The third party collecting your transcript must bring:

- 1. academic document request form (eg. transcript, AHEGS) filled out and signed by student
- 2. specimen of the student's official photo ID signature (eg. driver licence, passport)
- 3. this third party authority form, filled out and signed by student
- 4. their own official photo ID (eg. driver licence, passport)

Request Details

I Student MQ OneID:	(your name)		authorise		(third party name)		
Signature:				Date: _			
 The student authorising this action must submit a specimen of their signature as it appears on a legitimate form of personal identification (eg. driver licence, passport, etc) to enable the University to fulfil its obligations under the Privacy and Personal Information Protection Act (NSW) 1998). The request WILL NOT be processed until this is provided. 							
Request will not be Office Use Only	e processed until a	all debts/sanction	is are cleared	l.			
Student ID							

Staff name Date