



URGENT Request for Academic Transcript

Email or post all correspondence to:
Student Connect
Tel: 61 2 9850 6410
Email: transcripts@mq.edu.au

18 Wally's Walk
Building C7A, L2 MUSE
Macquarie University 2109

ALL DEBTS MUST BE PAID BEFORE TRANSCRIPTS WILL BE RELEASED

Personal Details

Student ID Number

Date of Birth

Given Names _____

Family Name _____

Email _____

Phone No _____

Request Details

Urgent Processing:

- Cost \$26 for 1 copy, \$1 per copy thereafter if ordered in the same request.
- Urgent processing is not available for students enrolled at SKTC, NSTC or IECS prior to 1990. All processing for SKTC, NSTC or IECS will take approximately 10 business days.

Number of copies

Were you enrolled at SKTC, NSTC or IECS prior to 1990?

If so, which years _____

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

Urgent Transcript Requests can only be submitted and processed in person. When submitting, you must provide a legitimate form of personal identification that contains a specimen of your signature (eg Student ID/campus card, driver's licence, passport, etc) to enable the University to fulfil its obligations under the [Privacy and Personal Information Protection Act \(NSW\) 1998](#). Your request WILL NOT be processed until you provide this.

I have provided my licence, passport, or other form of photo identification:

Signature: _____

Date: _____

Office Use Only

Receipt No. _____

Date _____