



MACQUARIE
University

Email, post, fax all correspondence to:
Fax 61 2 9850 6597
Tel: 61 2 9850 6410
Email: transcripts@mq.edu.au

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

Request for Academic Transcript

ALL DEBTS MUST BE PAID BEFORE TRANSCRIPTS WILL BE RELEASED

Personal Details

Student ID Number

Date of Birth

Given Names _____

Family Name _____

Nominated

Postal

Address: _____

Email _____

Phone No _____

Forwarding Instructions

Mail to your postal address (attach a separate page if you require your Transcript to be sent to several destinations)

Tick here if you wish to collect your Academic Transcript from the Student Connect at MUSE, Level 2 (C7A)

Course Details

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

Y

N

If so, which years _____

Cost: \$16 for 1 copy, \$1 per copy thereafter if ordered in the same request.

Requests received by 5.00pm each Tuesday will be ready on Friday of the same week. Transcripts will be available for collection from Student Connect (address located at the top of this form) or will be posted by standard **unregistered** post/airmail on this day.

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.

Signature: _____

Date: _____

No of Copies

You must submit a specimen of your signature as it appears on a legitimate form of personal identification (eg 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.



Payment Details

Please Note: Refunds will not be given for incorrect information provided by the student or multiple request forms submitted. All requests received are considered genuine and are taken at face value of the information provided.

Payment can be made by cheque, money order or credit card (**Visa, Mastercard, Bankcard or AMEX only**). Please make cheques and money orders payable to "Macquarie University". For credit card payments, enter your card details below.

Cardholder number

Type

MasterCard
BankCard

Visa
Amex

Expiry Date

Cardholder Name

Amount

Signature

\$

Office Use Only

Transcript A/C T04/4200 2001 117

\$

Cheque/Money Order/Cash/Credit Card

Name: _____

Student ID: _____

