# REQUEST FOR ACADEMIC TRANSCRIPT

SSC > Student Services Centre

**PLEASE PRINT CLEARLY IN BLACK INK**

Form: SSC-133/10/08

| STUDENT NUMBER | | | | | | | | | DATE OF BIRTH Day/Month/Year | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SURNAME/FAMILY NAME (Block Letters) | | | | | | | | | GIVEN NAME/S (Block Letters) | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| ADDRESS: | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | POSTCODE: | | | |
| EMAIL: | | | | | | | | | | | PHONE NO: | | | | | | |

**Transcript Request Details:**

Number of copies required: _____ Course Code: _____

**Cost for each transcript is $AU10.00 (including GST)**

Note: For transcripts required for study **prior to 1983** please contact Student Central direct.

**Collection Details:**

☐ Please mail transcript to my postal address; *OR*

☐ Hold transcript for collection at the following Student Central:

☐ Joondalup ☐ Mt Lawley ☐ Bunbury

**To submit completed form:**

- Take the form to the Cashier at your nearest Student Central; or
- Post the form to your nearest Student Central; or
- Fax the form to your nearest Student Central.

***Please complete payment details below before submitting this form.***

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**This section to be retained by the Cashier - One Stop Transaction Code: 315**

**Payment Details:**

☐ Cash (payment must be made in person to the Cashier at your nearest Student Central)

☐ Cheque / Money Order (please make payable to Edith Cowan University)

☐ Credit Card (see below for details)

☐ Visa ☐ Mastercard ☐ Bankcard ☐ American Express

| Card No: | | | | | | | | | | | | | | | | | Expiry Date: | | | / | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Amount: $AU

| Cardholder's Name: | | Cardholder's Signature: | |
|---|---|---|---|

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