



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

Post code

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

☐ Credit card: Please complete card details in the spaces provided below ☐ Visa ☐ MasterCard

Card holder name:

Card number:

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Expiry date:

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Security code:

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(the three digits on the reverse side of your card)

Card holder signature:

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HOW TO RETURN THIS FORM

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

OR

Fax: +61 3 9925 7895

Forms returned via email will not be processed

More information:

www.rmit.edu.au/awards/transcripts

What is a transcript?

A transcript of results is an official record of your studies at RMIT University. It documents your program/s, courses, results and the completion and conferral date for your program/s. It will also list any exemptions granted, if you discontinued from a program and if you withdrew from a course after the census date.

What will prevent me from receiving my transcript?

Students with outstanding debts to the University will not be able to receive or purchase a transcript until the debt is paid in full.

How should I take care of my transcript?

Transcripts should be stored with care. It is recommended that you store your transcript in a safe and secure location.

What is Grade Point Average (GPA)?

GPA is a numerical calculation, weighted by nominal hours for TAFE programs and units for higher education programs, of the mean of the grades received over a defined study period (e.g. semester/term) or program. For more information please visit the GPA web page at www.rmit.edu.au/students/gradingbasis/gpa.

Can I see my results without obtaining a transcript?

Currently enrolled students may view their results online via Enrolment Online. Visit the RESULTS web site to find out more about how to access your results online: www.rmit.edu.au/students/results.

Can I have my transcript sent directly to another institution/organisation?

If you want your transcript sent to another institution or organisation please specify the institution/organisation to which your transcript is to be sent in the mailing address section on the front of this form. Standard charges apply.

Can I have multiple copies of my transcript posted to multiple locations?

Please attach a list of addresses to which you require transcripts to be sent on a separate sheet and make note of this in the mailing address section on the front of this form (e.g. 'See attached list.'). Standard charges apply.

If you have any other questions

Please visit the Hub on your campus or telephone +61 03 9925 8980 during business hours.