Application for an academic record (transcript) or student letter

This form is to be used by Monash University students to order an academic record (transcript) or student letter.

Students currently enrolled at Monash should submit their request through the Web Enrolment System (WES).

Monash College students should not use this form.

General information

Academic records (transcripts)

An academic record/transcript is a formal record of your academic history at the University.

Your record usually shows all your Monash courses. If needed, you can request one for a specific course; however, the transcript will state that it is not a complete record.

An academic record can usually be produced at the time of purchase. If it needs to reflect that you have completed your course, or you finished your course before 1997, it may take up to 10 working days.

For more information visit: monash.edu/connect/official-documents/academic-transcripts

Student letters

A range of formal University letters are available should you be required to verify your enrolment or qualification details.

These letters are recognised by the Department of Home Affairs (HA), Centrelink, other Australian educational institutions, employment agencies and most off-shore institutions.

The content of these letters has been developed in consultation with both HA and Centrelink and as such the content, as shown in the sample letters, will not be altered to suit individual requests.

For more information and sample letters visit: monash.edu/connect/letters

Cost

- Academic records cost AUD$38
- Student letters cost AUD$32

Submitting your application

If paying by credit card, fax this application form to: +61 3 9903 1247

or post it with a cheque or money order to:

Monash Connect
Monash University
PO BOX 197
Caulfield East VIC 3145
Australia

Current students

Current students need to order records and letters through the Web Enrolment System (WES). We can accept application forms from students who are currently enrolled.

Enquiries

If you have problems ordering in WES, or questions about academic records or letters, please contact Monash Connect:

Phone: +61 3 9902 6011
Online: ask.monash
In person: monash.edu/connect/contact-us

Privacy statement

The information on this form is collected for the purposes of assessing your application to have credit revoked. If you do not complete all questions on this form, it may not be possible for the application to be assessed.

Credit card details are retained for audit purposes for a period of no more than 12 months and are kept confidential and secure.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at the following email address: privacyofficer@monash.edu
Section A     Personal details

Student ID number
Family name ___________________________ Given name _______________________
Date of Birth __________________________ Telephone number ____________________
Email ________________________________

Please indicate your preferred delivery method
☐ Pick up (please nominate a campus ________________)
☐ Post

Postal address (if different to that on WES)
Address line 1 __________________________________________ State ________________
Address line 2 __________________________________________ Country ________________
Suburb ___________________________________ Postcode _______________________

I hereby confirm this application has been submitted by the student listed on this form and not by a proxy or third party

Student’s signature __________________________________________ Date ______________________

Section B     Course details

Course title ____________________________ Commenced course ________________
Faculty ________________________________ Completed course ________________
Home campus __________________________

Section C     Academic record (transcript) request (AUD$38 per copy)

☐ Academic record/transcript
☐ all courses
☐ course completion
☐ current semester exam results
☐ alternative exit

Total number of copies required _________ Total payment owing $ __________

Section D     Student letter request (AUD$32 per copy)

☐ Enrolment verification
☐ current year
☐ next year
☐ previous year
☐ good standing
☐ Prato (Law)

☐ PR enrolment verification
☐ Approved under load enrolment

☐ Proof of qualification
☐ Estimated living expenses

☐ Proof of graduation
☐ Forecast completion date

☐ Proof of attendance at a forthcoming graduation
☐ Confirmation of prior HECS place
☐ Confirmation of prior PELS place

Total number of copies required _________ Total payment owing $ __________

Section E     Payment details

Payment Method
☐ Visa / MasterCard
☐ Cheque/ Money Order (please staple to the back of this form)

Card number _______________________________ Expiry date _______________________

Cardholder name __________________________

Cardholder signature __________________________ Date ______________________

Office use only
Date received ___________________________ Processed by __________________________ Receipt # __________________________
WES transaction # __________________________
Comments __________________________________________