

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

Received	
Student ID:	<input type="text"/>
Tracking Number:	<input type="text"/>



Section A Personal details			
Student ID number			
Family name _____	Given name _____		
Date of Birth _____	Telephone number _____		
Email _____			
Please indicate your preferred delivery method <input type="checkbox"/> Pick up (please nominate a campus _____) <input type="checkbox"/> Post			
Postal address (if different to that on WES)			
Address line 1 _____	State _____		
Address line 2 _____	Country _____		
Suburb _____	Postcode _____		
<i>I hereby confirm this application has been submitted by the student listed on this form and not by a proxy or third party</i>			
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)			
<input type="checkbox"/> Academic record/transcript <input type="checkbox"/> all courses <input type="checkbox"/> course completion <input type="checkbox"/> current semester exam results <input type="checkbox"/> alternative exit			
Total number of copies required _____		Total payment owing \$ _____	
Section D Student letter request (AUD\$32 per copy)			
<input type="checkbox"/> Enrolment verification <input type="checkbox"/> current year <input type="checkbox"/> next year <input type="checkbox"/> previous year <input type="checkbox"/> good standing <input type="checkbox"/> Prato (Law)			
<input type="checkbox"/> PR enrolment verification	<input type="checkbox"/> Approved under load enrolment		
<input type="checkbox"/> Proof of qualification	<input type="checkbox"/> Estimated living expenses		
<input type="checkbox"/> Proof of graduation	<input type="checkbox"/> Forecast completion date		
<input type="checkbox"/> Proof of attendance at a forthcoming graduation	<input type="checkbox"/> Confirmation of prior HECS place		
	<input type="checkbox"/> Confirmation of prior PELS place		
Total number of copies required _____		Total payment owing \$ _____	
Section E Payment details			
Payment Method	<input type="checkbox"/> Visa / MasterCard <input type="checkbox"/> Cheque/ Money Order (please staple to the back of this form)		
Card number	_____ - _____ - _____ - _____	Expiry date	_____
Cardholder name	_____		
Cardholder signature	_____	Date	_____
<u>Office use only</u>			
Date received _____	Processed by _____	Receipt # _____	
WES transaction # _____			
Comments _____			