Queensland University of Technology
Student Business Services
Victoria Park Road
Kelvin Grove Q 4059
Phone 07 3138 2000 Fax 07 3138 1176
studentservices.qut.com
CRICOS No. 00213J ABN 83 791 724 622

CASHIER USE ONLY
Receipt No: _____ Amount: $_____
Initials: _____ Date: ____/____/____ Campus: CA/GP/KG

OFFICE USE ONLY
Date received: ____/____/____ Date mailed: ____/____/____

RR
0707

Request for Academic Records

Instructions - read this before proceeding

- Please PRINT clearly in black ink.
- **Requests for academic records take approximately ten (10) working days to process**.
- Academic records cost, per record: $10.00 for post-1975 records; and $20.00 for pre-1975 records. Only prepaid requests will be processed.
- Postage of $1.50 is required for transcripts that are to be mailed overseas.
- Payments can be made at the cashier on any campus, by cheque or money order made payable to QUT, or by completing the credit card details below.
- Academic records can not be produced for records with sanctions in place due to outstanding commitments to the University.
- A free academic record is issued approximately 2-3 weeks after the completion of course requirements.
- You can lodge this form at the Student Centre on your campus or mail it to the address above.

1. Personal details

Title (Dr/Mr/Mrs/Ms/Miss etc) .....

Family name .....

Given name(s) .....

Family name at the time studies were undertaken

.....

Mailing address .....

.....

State ..... Postcode

Daytime phone .....

Mobile .....

Email address

.....

Student number N

Date of birth (day / month / year)

2. Academic record request

I request ☐ copy/copies of my academic record listing **ALL** studies at QUT, QIT and BCAE - except Mt Gravatt.

I request ☐ copy/copies of my academic record for a **SPECIFIED COURSE** (complete course details below). The academic record will bear an endorsement stating that this is not a full academic record.

Course code	Course title	Year started	Year finished	Campus

If studies were completed prior to 1983, please list full details below (if more than one please attach separate list).

Course code	Course title	Year started	Year finished	Campus

Do you want your academic record after the release of the current semester's results and the resolution of any unfinalised grades or immediately? ☐ After release of results ☐ Immediately

Postage/Collection details (tick only one)**:**

☐ Send to the address above.

☐ Send to alternative address .....

..... Postcode .....

☐ Collect from a Student Centre ☐ CA ☐ GP ☐ KG ☐ CB

3. Payment Details

Payment for ☐ academic record(s) x **$10.00** (post-1975) or **$20.00** (pre-1975) plus **$1.50** postage if sending overseas = ☐

☐ Please find enclosed a cheque/money order for the above amount made payable to QUT.

☐ Please charge my credit card for the above amount.

☐ Visa ☐ MasterCard ☐ Bankcard ☐ American Express

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry date ☐☐/☐☐

Cardholder's name ..... Cardholder's signature .....

4. Student's signature

Student's signature ..... Date ...../...../.....