An academic transcript is an official document with no alterations or erasures, listing the results of all programs and courses in which the student enrolled at the University of South Australia or one of its antecedent institutions.

Documents will not be issued to students who are in Bad Financial Standing with the University.

Transcripts take up to two working days to produce, however, records for students who studied at one of the University’s antecedent institutions (see below - Notes for Part C) may take up to three weeks to prepare as some records have been archived.

AHEGS statements will only be issued to students who have been conferred on or after 20 December 2010.

Academic transcripts are produced free of charge if sent directly to another tertiary education institution by supplying the name and postal address of the desired recipient in Part D.

Fee is charged for transcripts sent to Tertiary Admissions Centres (e.g. SATAC), or professional registration boards.

Please see Page 3 for payment and lodgements details.


Notes for Part C - Academic transcripts for courses studied at institutions other than UniSA

Please do NOT complete this form for studies completed at institutions other than UniSA:

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the University of Adelaide Student Centre on +61 8 8313 0899
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the Flinders University Graduation Office on +61 8 8201 3950
**Part A: Personal details - Please print clearly**

<table>
<thead>
<tr>
<th>Student ID (if known):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>First name(s):</td>
</tr>
<tr>
<td>Family name:</td>
<td>Previous name (if applicable):</td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Contact No:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Student signature*:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

*The signature cannot be electronic. It needs to be physically signed.

**Part B: Documents required**

<table>
<thead>
<tr>
<th>Select one of the following</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript &amp; AHEGS (1 copy of each)</td>
<td>AUD$35</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Academic Transcript (1 copy)</td>
<td>AUD$25</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>AHEGS (1 copy)</td>
<td>AUD$25</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Optional: Select any additional copies/services

| Additional copies of transcript | AUD$5 per copy | $ |
| Additional copies of AHEGS     | AUD$5 per copy | $ |
| Domestic or International Airmail | Free     | $ |
| Domestic Express Post          | AUD$5 per destination | $ |
| International Courier          | AUD$20 per destination | $ |

**Part C: Program details:** Only complete if you studied prior to 1991.

Institution where you studied *(see Notes for Part C)*:

Name of program/award:

Date award was conferred:   Years of study:

**Part D: Collection/Postage details** Photo ID is required when you collect documents or if someone is collecting on your behalf. University staff will contact you when documents are available for collection.

**Collect**

- [ ] I authorise to collect my transcript/AHEGS

- [ ] Collect from Campus Central
- [ ] City East   [ ] City West   [ ] Magill   [ ] Mawson Lakes   [ ] Whyalla   [ ] Mt Gambier
- [ ] Level 1, 101 Currie St, Adelaide

**Post to the following address** *(attach additional page if there are multiple destinations)*

Name:

Address:

Suburb:

<table>
<thead>
<tr>
<th>State/Province:</th>
<th>Postcode/ZIP Code:</th>
<th>Country (if not Australia):</th>
</tr>
</thead>
</table>
**Part E: Payment**

- Cash/Cheque/Credit Card in person at Campus Central (see below for address details, Mount Gambier EFTPOS only)
- Cheque/Money Order/Credit Card via post or email (see below for address details)

<table>
<thead>
<tr>
<th>Credit card type (please tick):</th>
<th>Visa ☐</th>
<th>MasterCard ☐</th>
</tr>
</thead>
</table>

Card holder name:

Card number: [redacted]

Card expiry date: [redacted]

Amount AUD$ (Total from Page 2)

Authorisation signature: [redacted]

Date: [redacted]

*Cheques should be made payable to ‘The University of South Australia’.*

**LODGING YOUR APPLICATION WITH ANY CAMPUS CENTRAL**

We have an office located on each campus for your convenience that you can lodge your application in person, post or you can scan the form and email it to askcampuscentral@unisa.edu.au.

Campus Central offices on metro campuses are open 8.30am-6.00pm (ACST), Monday to Friday: 1300 301 703 or +61 8 302 0150 (for calls from overseas).

You can contact us by phone, online, or in person if you have any enquires relating to the application.

Open Universities Australia (OUA) enquiries 8.30am to 5.00pm (ACST) Monday to Friday: 1300 361 450 or +61 8 8647 6161 (for calls from overseas).

**By post**
- University of South Australia
- Campus Central – (insert name of campus)
- GPO Box 2471
- Adelaide SA 5001
- Australia

**OUA student completing a UniSA course**

**By post**
- Campus Central Whyalla
- University of South Australia
- 111 Nicolson Avenue
- Whyalla Norrie SA 5608
- Email: ouainfo@unisa.edu.au