



## Application for Academic Transcript & Australian Higher Education Graduation Statement (AHEGS)

- A copy of current photo identification must be submitted with your application. Examples of which include a driver's licence or passport. Applications submitted without current photo identification will not be processed.
- You can select to have your Academic Transcript or AHEGS issued either online or in printed format.
- Online documents are accessed via the My eEquals online portal and can be shared securely with third parties such as prospective employers or other educational institutions. You will be advised via your nominated email address when your online documents are available.
- Printed documents can be collected in person from Campus Central or delivered to your nominated mailing address.
- Printed academic transcripts are produced free of charge when being sent directly to another tertiary institution.
- An academic transcript is the complete history of a student's enrolment at the University of South Australia or one of its antecedent institutions and includes all programs of study and the relevant courses.
- An AHEGS is the description and account of a program of study for which all the requirements have been completed, and an award conferred.
- AHEGS are only available to students who have been conferred on or after 20 December 2010.
- Documents will not be issued to students who are in [Bad Financial Standing](#) with the University.
- Transcripts and AHEGS usually take up to four working days to produce, however records for students who studied at one of the University's antecedent institutions may take up to three weeks to prepare as some of the records have been archived.
- More information about Academic Transcripts can be found [here](#).
- More information about AHEGS can be found [here](#).
- More information about My eEquals can be found [here](#).

**Notes for Part C** - Academic transcripts for courses studied prior to 1991 at [institutions other than UniSA](#)

The University of South Australia holds academic records for the following antecedent institutions:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• South Australian Institute of Technology</li> <li>• South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)</li> <li>• Adelaide College of the Arts &amp; Education (Underdale Campus only)</li> </ul> | <ul style="list-style-type: none"> <li>• Kindergarten Training College or Kingston CAE</li> <li>• Salisbury Teachers College or Salisbury CAE</li> <li>• Wattle Park Teachers College, Murray Park CAE or Hartley CAE</li> <li>• Western Teachers College, SA School of Art or Torrens CAE</li> </ul> |
|--|---|

**Please do not complete this form for studies completed at the following institutions:**

- 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 5544

### Contact Us

If you have any questions about this form, please contact Campus Central either by phone, [online](#), or in person.

Campus Central offices are located on each campus with metro campuses open from 8.30am to 6.00pm, Monday to Friday.

UniSA General enquiries: 1300 301 703

Open Universities Australia (OUA) enquiries 8.30am to 5.00pm (CST): 1300 361 450



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<b>Part A: Personal details - Please print clearly</b>			
Student ID (if known):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	First name(s):		
Family name:	Previous name (if applicable):		
Date of birth:	Contact No:		
Email (we will use this email address to advise when online documents are available via My eQuals):			
<b>Applicant Declaration:</b> I declare that the information provided in this application is complete, true and accurate. I understand that by submitting supporting documentation UniSA may contact the issuer of the document to confirm its authenticity.			
Type or write your name here:			Date:

<b>Part B: Documents required</b>			
Select one of the following	Cost	Quantity	Total
<b>Online Documents only</b>			
Transcript & AHEGS*	AUD\$35		\$
Academic Transcript	AUD\$25		\$
AHEGS*	AUD\$25		\$
<b>Online &amp; Printed Documents</b>			
Transcript & AHEGS* (1 copy of each)	AUD\$60		\$
Academic Transcript (1 copy)	AUD\$50		\$
AHEGS* (1 copy)	AUD\$50		\$
<b>Printed Academic Transcript being sent directly to another tertiary institution</b>			
Academic Transcript	Free		
Optional: Select any additional copies/ postal services			
Additional copies of printed transcript	AUD\$10 per copy		\$
Additional copies of printed AHEGS*	AUD\$10 per copy		\$
Domestic or International Airmail	Free		
Domestic Express Post	AUD\$5 per destination		\$
International Courier	AUD\$20 per destination		\$
<b>Part E: Payment see over page</b>		<b>TOTAL</b>	\$

**\*AHEGS are only available to students who were conferred on or after 20 December 2010**



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### 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 for printed documents

*Photo ID is required when submitting this application and when collecting documents. If someone is collecting on your behalf they must also provide photo ID. University staff will contact you when documents are available for collection.*

**Collect**  I authorise ..... to collect my transcript/AHEGS from

Campus Central City West

Campus Central City East

Campus Central Magill

Campus Central Mawson Lakes

Campus Central Whyalla

Campus Central Mt Gambier

### Post to the following address *(Please print clearly. Attach additional page if there are multiple destinations)*

Name:

Address:

Suburb:

State/  
Province:

Postcode/  
ZIP Code:

Country  
(if not Australia):

### Part E: Payment

Cash/Credit Card in person at Campus Central (Whyalla and Mt Gambier EFTPOS only)

Credit Card via email

Credit card type (please tick):

Visa

MasterCard

Card holder name:

Card number:

Card expiry date:

Amount AUD\$  
(Total from Page 2)

### Part F: Submitting your application to Campus Central

Please send your completed application form and a copy of current photo ID to [ask@campuscentral.unisa.edu.au](mailto:ask@campuscentral.unisa.edu.au) or submit in person to any Campus Central location.