



This form is to be used by past students who wish to order an academic transcript or student letter.

Current Monash students should submit their request using the Web Enrolment system (WES).

This form is not to be used by Monash College Students

General information

Academic transcripts

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

Your transcript normally shows all of your Monash courses, but you can request one for a specific course if needed, however the transcript will say that it is not a complete record.

A transcript 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
www.adm.monash.edu.au/service-centre/academic-transcripts

Student letters

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

These letters are recognized by the Department of Immigration and Citizenship (DIAC), Centrelink, other Australian educational institutions, employment agencies and most off-shore institutions.

The content of these letters has been developed in consultation with both DIAC 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
www.adm.monash.edu.au/service-centre/letters

Cost

Academic transcripts and student letters cost AUD\$20 per copy.

Lodging of applications

If paying by credit card, the attached application form can be faxed to +61 3 9903 1247

or posted, with cheque or money order to:

Student Service Centre
Monash University
PO BOX 197
Caulfield East, Victoria, 3145
Australia

Current students please note:

Application forms will not be accepted for current students. Orders must be placed via the Web Enrolment System. If you have any problems ordering via WES or questions regarding academic transcripts or student letters, please submit an enquiry via ask.monash through your my.monash portal.

Privacy statement

The information on this form is collected for the purposes of processing your application. If you do not complete all questions on this form it may not be possible for your request to be processed.

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: privacyofficer@adm.monash.edu.au



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 transcript request (AUD\$20 per copy)

Academic 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 \$20 per copy)

Enrolment verification current year next year previous year good standing

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 D 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	

Office use only

Date received _____ Processed by _____ Receipt # _____

WES transaction # _____

Comments _____