

# AC01 A – REQUEST FOR ACADEMIC TRANSCRIPT OR STATEMENT OF ATTAINMENT

This form should be completed by Victoria University (VU) students or graduates who wish to obtain one or more of the following documents:

- Academic Transcript
- Statement of Attainment

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

## 1. PERSONAL DETAILS

Student ID  Family name

Given names  Date of birth

Phone  Email

**Current students:** We will contact you using the details recorded in our student system. If your personal details have changed, you must update them through MyVU Portal. Please note: the email provided on this form will be used to communicate any digital documentation.

### Current address

Street  Suburb

State  Postcode  Country

Email  Phone

## 2. COURSE DETAILS

What course are you enrolled in? (If you are a current student, please fill out this section)

Course title  Course code

## 3. FORMER STUDENTS/GRADUATES

Former name (if applicable)

Former Institution (e.g. VU, FIT, WMIT)  Year last enrolled

## 4. REQUIRED DOCUMENT(S)

Please read carefully and select the document you require from the options below. Once you've made your selection, please specify the quantity, cost and format of the document by ticking the appropriate boxes in the panel on the right.

Documents	Quantity	Cost and format
<input type="checkbox"/> <b>Academic Transcript*</b> Please select the option that best describes you: <input type="checkbox"/> Option 1: For students enrolled from 2001 onwards. Include GPA? (Available for Higher Education [HE] courses only) <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/> \$15 digital version <input type="checkbox"/> \$26 first hard copy <input type="checkbox"/> \$12 each digital copy
<input type="checkbox"/> Option 2: For students who commenced their course before 2001. <b>Please note: These records are obtained from archives. These transcripts take up to four weeks to issue. Fee is not refundable if no records are found as a manual search is required. GPA not available</b>	<input type="checkbox"/>	<input type="checkbox"/> \$37 first hard copy <input type="checkbox"/> \$18 each subsequent hard copy Digital versions not available

**\*IMPORTANT:** If you select Academic Transcript, please see the box titled [Academic Transcript type](#) on the following page and indicate the type of item you require for this document.

Please note: If your grade has changed since you received your last transcript, bring the original transcript to VUHQ and we'll issue you with a replacement, free of charge. Offshore students, please post this form and your old transcript to the address [on the bottom of this form](#).

**Documents**

**Statement of Attainment**  
 Statements of attainment (SOA) are applicable to TAFE courses only. Lists units passed for courses recognised within the Australian qualification framework (only available for students enrolled from 2001 onwards).

Quantity	Cost and format
<input type="checkbox"/>	\$15 digital version
<input type="checkbox"/>	\$26 first hard copy
<input type="checkbox"/>	\$12 each subsequent hard copy

**5. POSTAGE DETAILS**

Document and postage	Price
All documents – Collection from VUHQ at Footscray Park campus	Free
All documents – Standard postage within Australia	Free
All documents – Express postage within Australia	\$18.00
All documents – Standard International Airmail overseas (trackable)	\$28.00
DHL Overseas Courier (trackable)	\$75.00
<b>Total to be paid – postage and document costs</b>	<b>\$</b> <input type="text"/>

If you wish your hard copy documents to be posted to a third party, please provide details here:

Name of person/company/registration body

Street

Suburb  State  Postcode

Country

Special instructions

**6. PAYMENT DETAILS**

Pay via our [online payment gateway \(vu.xetta.com/V9Q/menu\)](http://vu.xetta.com/V9Q/menu) (Google Chrome or Internet Explorer web browsers preferred). Once you've made your payment, submit your form and receipt number online at ASKVU ([askvu.vu.edu.au](http://askvu.vu.edu.au)) or by post or in person at VUHQ where we can also accept bank draft, money order, bank or personal cheque.

Write your receipt number here before submitting the form

Amount paid  Date paid

**Signature**  **Date**

---

#### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

#### CONTACT US

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee