THE UNIVERSITY OF WESTERN AUSTRALIA

Student Administration M356
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CRAWLEY Western Australia 6009

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CRICOS No: 00126G

ACADEMIC TRANSCRIPT/RECORD STATEMENT OF QUALIFICATION/ STATEMENT FOR IMMIGRATION REQUEST FORM

www.ipoint.uwa.edu.au

Personal Details

Student ID: _____ Date of Birth d d m m y y ☐☐☐☐☐☐

Surname or Family Name (former name if applicable:)_____

Given or Other Names (in full):_____

PostalAddress:_____

_____

Phone No. _____Email _____

Requests submitted before 10am Monday to Friday will be ready for collection at 4pm the next working day. Requests submitted over the weekend will be ready for collection at 4pm the following Tuesday.

Orders for collection are held at the Cashier's Office, Student Administration (Hackett Hall) for one month. Paid orders not collected during that period are mailed to the student's postal address. Unpaid orders are destroyed after one month.

Type of Statement Required (tick which apply)

☐ **Academic Transcript/Record:** Complete academic statement, includes yearly enrolment details, units, results, course completion and graduation details if applicable. Please note that failures, absences, withdrawals, grades, etc. are also included.
Cost $10 first copy, $5 thereafter if ordered in the same request, photocopies 50c per page. **No. of originals:** ☐
No. of photocopies: ☐

☐ **Statement of Qualification:** Letter stating student's completion for degree/diploma, graduation details if applicable and that all instruction is conducted in English. No units or results are listed. Cost $10 first copy, $5 thereafter for two copies if ordered in the same request, photocopies 50c per page. **No. of originals**: ☐
No. of photocopies: ☐

☐ **Statement of Qualification/Immigration (Australian Permanent Residency):** Letter stating enrolment details, completion for degree/diploma, graduation details if applicable and that all instruction is conducted in English. Cost $25 first copy, $5 thereafter for two copies if ordered in the same request, photocopies 50c per page. **No. of originals:** ☐
No. of photocopies: ☐

☐ **Express One Hour Service:** Ready for collection within one hour from the Cashier, Student Administration. Academic Record or Statement of Qualification costs $25.00. Statement of Qualification/Immigration costs $50.00.

Signature:_____Date:_____

Forwarding Instructions (tick which apply)

☐ Collect at Cashier's Office, Student Administration (Hackett Hall), or

☐ Mail to your postal address (attach a separate page if you require your transcripts to be sent to several destinations).

☐ Tick here if you also require your transcripts to be sealed in individual envelopes (a requirement of some Universities)

☐ Fax within Australia (cost $1.00) ☐ Fax Overseas (cost $3.00) **Fax No**.:_____

Payment Details

Payment can be made by cheque, money order or credit card (Visa or Mastercard only). Please make cheque and money orders Payable to "The University of Western Australia" and attach it to this request. For credit card payments, enter your card details below.

Cardholder Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Type (tick one) ☐Visa ☐M/card Expiry Date ☐☐☐☐

Cardholder Name _____Signature _____Date_____

Office Use Only Rec. No. _____Amount Paid $_____Date _____