## REQUEST FOR ACADEMIC TRANSCRIPT

**PLEASE PRINT CLEARLY IN BLACK INK**

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>DATE OF BIRTH Day/Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>SURNAME/FAMILY NAME (Block Letters)</th>
<th>GIVEN NAME/S (Block Letters)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>POSTCODE:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>EMAIL:</th>
<th>PHONE NO:</th>
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### Transcript Request Details:

- **Number of copies required:**
- **Course Code:**

**Cost for each transcript is $AU10.00 (including GST)**

Note: For transcripts required for study prior to 1983 please contact Student Central direct.

### Collection Details:

- Please mail transcript to my postal address; **OR**
- Hold transcript for collection at the following Student Central:
  - ☐ Joondalup
  - ☐ Mt Lawley
  - ☐ Bunbury

### To submit completed form:

- Take the form to the Cashier at your nearest Student Central; **or**
- Post the form to your nearest Student Central; **or**
- Fax the form to your nearest Student Central.

*Please complete payment details below before submitting this form.*

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### This section to be retained by the Cashier - One Stop Transaction Code: 315

#### Payment Details:

- ☐ Cash (payment must be made in person to the Cashier at your nearest Student Central)
- ☐ Cheque / Money Order (please make payable to Edith Cowan University)
- ☐ Credit Card (see below for details)
  - ☐ Visa
  - ☐ Mastercard
  - ☐ Bankcard
  - ☐ American Express

<table>
<thead>
<tr>
<th>Card No:</th>
<th>Expiry Date:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Amount: $AU</th>
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</table>

<table>
<thead>
<tr>
<th>Cardholder’s Name:</th>
<th>Cardholder’s Signature:</th>
</tr>
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<tbody>
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</tbody>
</table>

Student Central
Edith Cowan University
270 Joondalup Drive
JOONDALUP
WA 6027
Tel: (08) 6304 2000
Fax: (08) 6304 5188

Student Central
Edith Cowan University
2 Bradford Street
MOUNT LAWLEY
WA 6050
Tel: (08) 6304 2000
Fax: (08) 9370 6188

Student Central
ECU South West Campus
Robertson Drive
BUNBURY
WA 6230
Tel: (08) 9780 7856
Fax: (08) 9780 7659