THE UNIVERSITY OF AUCKLAND
NEW ZEALAND
Te Whare Wānanga o Tāmaki Makaurau

Request for Official Transcript of Academic Record 2012

AS-38

Records, Enrolment and Fees
The University of Auckland
Private Bag 92019, Auckland 1142

Email: records@auckland.ac.nz
Phone: +64 9 373 7599 ext 82066
Fax: +64 9 373 7904

1. Identification and Contact Details (*Please print clearly in block capitals)*

Family Name:	
First Name/s:	
Previous Name (if applicable)	

ID Number:	
Date of Birth:	D D M M Y Y
Daytime Phone:	

Postal Address: Required if you have asked for your request to be posted to you	
	Post Code

Email	

Tick if you would like your record updated with these contact details ☐

2. Study Details

Programme/s enrolled in and majors or specialisations (e.g. BA in English):	Year(s) of Study (e.g. 1973 – 1975):

Tick here if you were enrolled at the Auckland College of Education before 2004 (in September 2004 the Auckland College of Education amalgamated with the University of Auckland to become the Faculty of Education) ☐

Auckland College of Education records include records from Ardmore Teachers College, North Shore Teachers College, Arney Road and Loreto Hall. Requests for these records, will normally be ready for collection or postage two working days after the request is received; however, some pre 1990s records may take longer than this, as these records have to be compiled from off-site source data.

3. Your Request

An **Official Transcript** of the Academic Record is a certified statement detailing a student's complete academic record at the University. It includes details of all programmes matriculated into, completion details, semester dates, enrolments and grades. The transcript also lists university prizes, eligibility to graduate and conferment details (where applicable).

Signed Envelope copies are signed on the back of the envelope and have The University of Auckland seal embossed across this signature.

Nbr of Copies ☐ **Official Transcript of Academic Record**

Nbr of Signed Envelopes ☐

Other ☐ .....

4. Your Signature

- I understand that any outstanding fees or charges, such as library fines, tuition fees or accommodation fees must be cleared with the relevant department before my transcript request can be processed.
- I understand that my request will not be processed if this section of the form has not been signed to authorise the release of your record.
- I understand that my official transcript will show my academic record as of the date this is printed. If you want to include your final grades and completion information, please ensure these details are showing on your Student Services Online web transcript before you apply (see, Student Services Online > My timetables, grades and course history > View your unofficial transcript)

You must sign here to authorise the release of your academic record

Signature: Date:

5. Delivery Details

In person

☐ I will collect my record from the Student Information Centre, Room 112, The ClockTower (photo ID required)

OR

☐ I authorise _____ *(full name)* to collect my record (photo ID required)

Confirmation of collection *To be signed when collecting*

Signature | Date:

Post

☐ I wish you to post my record to the address given in Section 1
If your request is to be sent to more than one address, write the other addresses on a separate sheet of paper and attach it to this form

OR

☐ I wish you to fax my record to the following and post the original to the address above:

**Note: A fax is not an official document*

Fax:	
Attention:	

Courier

☐ Please courier my record to the address given in Section 1
Courier rates are noted in Payment Details below

Requests will usually be ready for collection or postage after 3.00 pm on the second working day after the request is received and payment is confirmed; however, there may be some delay during peak processing times, particularly during December to March. Requests received after 3.00 pm will be considered next-day requests.

6. Payment DetailsAccount Number: 630 8401

		Amount Payable (NZ$)
First Official Transcript request	$30.00	
+ additional copies in this request (each)	$10.00	
Other Document requested	$ 30.00	
+ additional copies in this request (each)	$10.00	
Overseas airmail postage (each address)	$2.00	
Courier Charges (where relevant)		
Within New Zealand	$10.00	
Australia	$25.00	
All other countries	$50.00	
TOTAL		

(For Administrative Use Only: Cashier's Stamp)

Amount: .....

Receipt No: .....

Date: .....

Credit Card Details below ***If paying by Credit Card the cardholder must sign***

Card Type: Visa ☐ MasterCard ☐ Amex ☐

Name on Card:

Card No: | | | | | | | | | | | | | | | | |

Expiry Date: M M Y Y

Cardholder's Signature:

Official Transcripts can not be released until payment is confirmed. Payment can be made by credit card, cheque in New Zealand dollars made out to The University of Auckland or cash (if the request is being made in person). **The cashiers can not accept money orders or foreign currency**. For all payments, take this form to the Cashiers Office in The Student Information Centre, Room 112 of the ClockTower. For credit card or cheque payments this form can also be faxed or posted the form to Records, Enrolment and Fees (details at the top of this form).