

# Request for Academic Transcript and Replacement Testamur

Academic transcripts or testamurs will not be provided if a student has outstanding fees. Outstanding fees should be paid prior to or when submitting this form. Proof of identity must be presented with this form

PERSONAL DETAILS			
Family name		Other names	
Former name (please provide proof of name change)			
Student number		Date of birth	

COURSE INFORMATION			
Course name		College	
Course code		Year of completion	

REQUESTED DOCUMENTS (Please indicate <input type="radio"/> <input checked="" type="checkbox"/> which documents are required)				
<input type="radio"/>	Academic Transcript A complete academic statement, including yearly enrolment details, subjects, results and course completion and/or graduation details if appropriate. Please note that all failures, absences, withdrawals, grades etc will be included. Normal turnaround time is 5 working days.			
	Number of copies requested		x \$15 per transcript	Subtotal \$ _____
<input type="radio"/>	Replacement Testamur A replacement testamur is only issued with a statutory declaration attesting that the original was lost or destroyed. Normal turnaround time is 10 working days. Only one testamur will be issued.			
	A replacement testamur costs \$55			Sub total \$ _____

PAYMENT (Please indicate <input type="radio"/> <input checked="" type="checkbox"/> payment type)		TOTAL	\$ _____
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Payment must be made when lodging the form or accompany the form if mailed, faxed or emailed. Payment can be made in person at the THINK: Student Services counter by cash, cheque or EFTPOS facilities. If you are unable to lodge your form in person, please complete the credit card information below. Please make cheques payable to 'Think: Colleges Pty Ltd'

<input type="radio"/> Cash	<input type="radio"/> Cheque
<input type="radio"/> Credit card	<input type="radio"/> Bankcard <input type="radio"/> Visa or <input type="radio"/> Mastercard
Card number _____	Expiry ____/____
Card holder's name _____	
Card holder's signature _____	

FORWARDING INSTRUCTIONS			
<input type="radio"/>	Hold for collection from THINK: Student Services	<input type="radio"/>	Mail to current address
Signature _____		Date _____	

**PROOF OF IDENTITY**  
 This application must be accompanied by a legitimate form of identification (e.g. student card, driver's licence or passport showing name, photo and signature). If faxing or mailing the form, a copy must be supplied with the completed form.

LODGING FORM			
North Sydney:	THINK: BUDDY, Northpoint Level 9, 171 Pacific Highway North Sydney NSW 2060 Phone: +61 2 9492 3288 Fax: +61 2 9957 1811	Surry Hills THINK: Student Services 57 Foveaux Street Surry Hills, NSW 2010 Phone: +61 2 9218 8805 Fax: +61 2 9281 4411	Online Students Email: onlineservice@think.edu.au Phone: +61 2 9955 1122

OFFICE USE ONLY		
<input type="radio"/> Identification sighted	<input type="radio"/> Tuition fees all paid	<input type="radio"/> Correct payment received
<input type="radio"/> Statutory declaration	<input type="radio"/> Transcript / testamur printed	<input type="radio"/> Student contacted