

## Application for Official Academic Record

### Personal Information

Full name:

Name at time of study (if different):

Victoria Student ID number (if applicable):

Date of birth (dd/mm/yyyy):

Phone number (including area code):

Email address:

Address:


### Qualification Information

Qualification(s):

Major(s):

Year awarded or last year of study:

Victoria Scholarships or Prizes—  
list and include date(s) awarded  
(for academic transcript only):


### Request Details

#### Academic Transcript

An academic transcript is an official statement detailing a student's academic record for the period of enrolment at the University.

Number required

#### Certificate of Completion

Confirms completion of qualification before award of certificate on Graduation.

Number required

If you are awaiting the results of an examination, would you like to delay this request until the grades have been released?

Yes	No

If you have recently completed your qualification, would you like to delay this request until the status of your qualification has been updated?

Yes	No

#### Wellington College of Education only: Pre-2005 Academic Transcript

This document is a certified copy of the original transcript held in the Faculty of Education Archive. The copy will be signed by an authorising officer of the University.

Number required

#### Wellington College of Education only: Letter of Confirmation

Pre-2005 qualifications only. If you require specific information, supply on a separate page.

Number required

OFFICE USE ONLY						
Date				Checked		
Amt Due	\$			Posted or		
Paid				Sent to Office		

## How would you like to receive the requested document(s)?

**Post:** supply address if different from the one provided overleaf

### Collect from Faculty Office (MY 411)

- **In person**
- **by another person:** supply name (proof of identification will be required)

**Courier:** supply address if different from the one provided overleaf


## Costs and Payment Methods

### Transcript / Certificate of Completion

\$20 NZD for the first copy, then \$10 NZD for each additional copy ordered at the same time.

### Surface Mail postal costs

(Surface mail CANNOT be tracked. Victoria University of Wellington is not responsible for items delayed or lost in the post). 200g max

• Within NZ	\$2.40 NZD
• Australia and South Pacific	\$3.30 NZD
• Rest of world	\$4.70 NZD

### Courier Mail postage costs

(Couriered items can be tracked).

- \$7.50 NZD per envelope for any destination in New Zealand
- Worldwide costs: dependent on destination (Please check cost with Faculty Office).

### Payment methods

- **EFTPOS** in person at Murphy 411, Kelburn Campus
- **Cheques** should be made payable to the relevant Faculty at Victoria University of Wellington
- **Visa or Mastercard** payments can be made by completing the Remittance Slip below.
- Please note that **we are unable to accept cash payments** as Faculty Offices do not have the required facilities.

## Payment

Payment method

Cheque	Eftpos	Credit

## Credit Card Details

Number (16 digits)

Expiry date

Card holder name

Card holder signature

Visa / Mastercard (circle one) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																

## Confirmation of Request

Signature

Date


## Additional Information

A Victoria University of Wellington Official Academic Transcript is an official record of your study. It is signed by an authorising officer of the University and printed on monogrammed paper. Official Academic Transcripts take up to 10 working days to complete (excluding postal/courier duration). Transcripts are not provided electronically.

**Release of Academic Records:** In accordance with policy, certificates will only be released once all obligations to the University are cleared (i.e. fees, library fines etc.).

Official Academic Transcripts include the following information:

- personal details (Name, Victoria Student ID Number, Entrance Qualification)
- full academic record, including any credit granted for previous study
- current qualification status
- any scholarships or prizes awarded, and other relevant academic comments.

Please return this form with your payment to: Faculty of Humanities and Social Sciences, SASO, Victoria University of Wellington, PO Box 600, Wellington 6140, New Zealand, email [fhss-enquiries@vuw.ac.nz](mailto:fhss-enquiries@vuw.ac.nz)