



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

STUDENT ADMINISTRATION

APPLICATION FOR :

- **ACADEMIC TRANSCRIPT**
- **GRADUATION STATEMENT (AHEGS)**
- **LETTER FOR OVERSEAS STUDY**
- **LETTER TO SUPPORT PERMANENT RESIDENCY APPLICATION**

STUDENT DETAILS - This section must be completed IN FULL

Student Identification Number:

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FAMILY NAME (PRINT IN CAPS ONLY)

GIVEN NAMES (PRINT IN CAPS ONLY)

PRESENT POSTAL ADDRESS:	
CONTACT DETAILS:	TEL(H): MOBILE:
	Email Address (Notre Dame e-mail if still enrolled):
PROGRAM CODE & PROGRAM NAME:	

Type of document required (please tick):

- Academic transcript – digital version through My eEquals:** make payment on the Notre Dame Payment Gateway for a digital version via My eEquals: Cost, \$20 Your academic transcript will be available after 12 pm the following business day for which you will receive an email notification with instructions on how to download your transcript.
- Academic transcript – hard copy version: Cost: \$30. Subsequent copies in the same transaction are \$5 per copy.** Hard copy versions of an academic transcript are only available for students who have completed study or graduated prior to 2018 and are no longer current. If a digital version is available but you require a hardcopy, supporting documentation must be supplied along with government photo ID for verification purposes. Your academic transcript will be issued as a hard copy and can only be collected from Student Administration on your campus after 12 pm the next business day or mailed to your current address. Postage will be an extra cost, so please enquire when making payment by emailing: student.fees@nd.edu.au
- Do you wish your transcript(s) sealed into individual envelopes (a requirement of some Universities)?
- AHEGS – digital version through My eEquals: Cost: \$25.** Please pay this fee by contacting the Fees Office at student.fees@nd.edu.au and submit your receipt along with this form.
- AHEGS – hard copy version: Cost: \$35. Subsequent copies in the same transaction are \$10 per copy.** Hard copy versions of an AHEGS are only available if a digital version is not available or if there is a compelling reason for the need for a hard copy version, supporting documentation may be required along with government photo ID for verification purposes. For enquiries and/or payment, email student.fees@nd.edu.au

FOR INTERNATIONAL STUDENTS:

- Letter for Overseas Study:** International students must take this letter to the Dept of Home Affairs 28 days prior to their departure for cross institutional study overseas. **Cost: None.**
- Letter to Support Permanent Residency Application.** Please discuss your requirements for this letter with the International Officer in Student Administration. The University cannot advise you nor assist you with your Permanent Residency Application. **Cost: None.**

WHEN WILL YOUR DOCUMENT BE READY: Requests submitted prior to 10am Monday to Friday will ensure your document is available by 10am the following working day. At least 24hrs is required for preparation of documents. If you have completed your study at Notre Dame prior to 2005 extra time will be required to process your request in order for archived records to be accessed.

USING AN AGENT: If you wish someone else to collect your document please complete an Authority to Collect form and submit this, together with this form, to Student Administration. Note: your agent must have photo ID to collect your document.



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POSTAGE: If you wish your document posted, please state postal details below and pay for postage costs at the Fees Office and attach the receipt to this form. Please also provide government photo ID for verification purposes.

Postal address:

Please print in caps

Student Signature: on submission of form:		Date:	
Student Signature: on collection of document:		Date:	

Office Use Only:

Receipt No. _____ Amount Paid: _____ Date: _____

Form and copy of transcript filed onto student file: Initials: _____ Date: _____

Privacy Statement The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email: Fremantle.Registrar@nd.edu.au (for Broome / Fremantle Students), or Sydney.Registrar@nd.edu.au (for Sydney Students)

The University of Notre Dame Australia (www.notredame.edu.au)
CRICOS PROVIDER CODE: 01032F

<p><u>Fremantle</u> 32 Mouat Street (PO Box 1225) Fremantle, Western Australia 6959 Tel: + 61 8 9433 0555 Fax: +61 8 9433 0544 Email: student.admin@nd.edu.au</p>	<p><u>Broome</u> 88 Guy Street (PO Box 2287) Broome, WA 6725 Tel: +61 8 9192 0600 Fax: +61 8 9192 0690 Email: Broome.Enquiries@nd.edu.au</p>	<p><u>Sydney</u> 128-140 Broadway (PO Box 944) 160 Oxford Street Darlinghurst Broadway, NSW 2007 Tel: + 61 2 8204 4400 Fax: +61 2 8204 4422 Email: student.admin@nd.edu.au</p>
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