

Student Record Request Form



Before submitting this form

- Specify the requested material and quantity
- Ensure you have correctly filled out your Student Details
- Specify and attach certified copies of your 100 points of identification
- Sign the Student Declaration
- Have provided your payment details or submitted a receipt of payment (available once paid at the Broome Finance Office) attached to your application.

You can submit this form, along with your certified 100 points of identification documents electronically to Broome Courses at broome.courses@nd.edu.au, in person to 88 Guy Street, Broome WA, or by post to:

Broome Courses
The University of Notre Dame Australia, Broome Campus
PO Box 2287
BROOME WA 6725

The University of Notre Dame Australia endeavours to provide requested student record(s) as quickly as possible, however, please note that at least 72hrs is required for preparation of documents. If you have completed your study at Notre Dame prior to 2010, extra time will be required to process your request in order for archived records to be accessed.

Student details – this section must be completed in full

Student Name	Student ID
Date of Birth	
Current Postal Address	
Phone Number	Email Address
Current Qualification Code	Current Qualification Title
Year Commenced Study	Year Completed Study

Request Details

Type	Cost (each)	Qty
Academic Transcript	\$20.00	
VET Statement of Attainment	\$20.00	
Academic Transcript (additional copies ordered at the same time)	\$5.00	
VET Statement of Attainment (additional copies ordered at the same time)	\$5.00	
Rectification of Student Transcript (due to student error or oversight e.g. name error)	\$50.00	
Rectification of VET Statement of Attainment (due to student error or oversight e.g. name error)	\$50.00	
Testamur re-issue/replacement/copy	\$50.00	

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Verification of identity

The University of Notre Dame Australia requires 100 points of identification in order to verify the identity of the student prior to the releasing of student records. Students must provide **certified** copies of these documents and submit them along with their application. For a list of eligible signatories please visit http://www.bdm.dotag.wa.gov.au/files/BDM50_Certify_Documents.pdf.

Please provide **100 points** of identification from the options listed below:

The acceptable combinations are either;

- Combination 1 - one A document PLUS one B document; or
- Combination 2 - one B document PLUS three C documents; or
- Combination 3 - one A document PLUS two C documents; or
- Combination 4 (under 18 years of age) - one A document OR one D document.

Category A Documents

- Current Passport**
- An expired Passport,**
which has not been cancelled and which was current within the preceding two years
- Australian Citizenship Certificate**
- Australian Birth Certificate**
this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable). Please note that birth certificates from other countries are not acceptable.
- Birth Card**
issued by the New South Wales Registry of Births, Deaths and Marriages.

Category B Documents: Australian Documents Only

- A Licence or Permit**
issued under a law of the Commonwealth, a State or Territory. This includes:
an Australian Driver's Licence;
an Australian Firearms Licence; or
any other similar licence.
- A Tertiary Student Identification Card**
issued by an Australian tertiary education institution containing a copy of the seal or stamp of the institution. The card must have the student's signature and/or photograph.
- Department of Veterans Affairs (DVA) Card**
- Centrelink Card (with Reference Number)**
- Government Employee ID**

Category C Documents: Australian Documents Only

- Medicare Card**
- Credit card or account card for a financial institution**
- Bank Statement;**
issued by an Australian Bank, or an international bank operating in and subject to the laws of Australia.
- Motor vehicle registration or insurance papers**
- Property Rates Notice**
- Property Lease agreement**

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- Home Insurance papers
- Utilities Notice
- Records from a current employer or previous employer within the last two years
- Records of an Australian professional or trade association of which the signatory is a member.
- Proof of Age Card (issued by the department of Transport WA)
- A Mortgage

Payment Method

Payment can be made by cheque or money order and submitted along with this form. Please make your cheque/money order payable to “The University of Notre Dame Australia, Broome Campus” and attach it to this form.

If you wish to pay by credit card you can complete your details here and send these in with your form or you can telephone the Finance Office at (08) 9192-0604 and provide your credit card details over the telephone. The University will charge the transcript cost and any postage costs to your credit card.

Card Number:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of Card (please tick):	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	Expiry: _____ / _____
			CVV: _____
Amount: \$	_____		

Student Declaration

I declare that the information provided by me is, to the best of my knowledge, true and correct:

Student Signature: _____

Student Full Name: _____

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 <http://www.nd.edu.au/copyright.shtml#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

Student Record Request Form



Office Use Only:					
Receipt No		Amount Paid		Date	
Form and copy of transcript filed onto student file	<input type="checkbox"/>	Initials		Date	
Authorisation to issue records					
The authority to issue student records can be signed by Head of Campus, Deputy Head of Campus or VET Manager.					
Authorised by (print name)					
Signature of Authorising Staff				Date	