

Request Official Transcript or Official Letter

Please complete this form to receive the Official Transcript of your Academic Record. An Official Transcript is a certified statement detailing a student's complete academic record at the University and 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).

If you intend paying by credit card, instead request your official transcript online: <https://www.auckland.ac.nz/transcript>.

Your details (Please print clearly in BLOCK letters)

* Required field

*Student ID:	<input type="text"/>	OR	*Date of birth: (required if ID unknown)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*First name:	<input type="text"/>		*Last name:	<input type="text"/>					
Previous name: (if applicable)	<input type="text"/>		Phone:	<input type="text"/>					
*Email:	<input type="text"/>								

Study details

*Programme/s:
Programme/s enrolled in and majors or specialisations (eg, BA in English, Secondary Teachers College Diploma)

*Years/s of study: - , - , -
From (e.g.1985) To (e.g. 1987) From (e.g. 1988) To (e.g. 1988) From (e.g. 1989) To (e.g. 1990)

Have you ever been a student at the former Auckland College of Education? ☐ Yes ☐ No
(The Auckland College of Education was disestablished in 2004.)

Request details (Write no. of copies in appropriate box)

<input type="text"/>	Official Transcript of Academic Record	<input type="text"/>	Confirmation of Eligibility to Graduate Letter
<input type="text"/>	Confirmation of Graduation Letter	<input type="text"/>	Anticipation of Completion Letter
<input type="text"/>	Confirmation of Current Enrolment Letter		

Place each transcript/letter in a separate envelope ☐ Apply official seal to back of each envelope ☐

How would you like your official transcripts and/or letters delivered? (Refer to notes on p. 2)

- ☐ I will collect my official transcript/s and/or letter/s from the University
(Photo ID required; documents not collected after seven days will be securely disposed of)
- ☐ I want to authorise someone else to pick up my official transcript/s and/or letter/s:

I authorise _____ to collect my document/s (photo ID required)
full name

- ☐ Please send my official transcript/s and/or letters/s via: ☐ Post ☐ Courier
(Please provide the delivery details on pg. 2)

Please sign here to authorise the release of your academic record

- 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 official transcript will show my academic record as of the date this order is placed.
Note: If you want to include your final grades and completion information, please ensure these details are showing on your Student Services Online web transcript (unofficial transcript) before you apply.
Visit: Student Services Online » My timetables, grades and course history » View your unofficial transcript.
- I understand that my request will not be processed if this section of the form has not been signed to authorise the release of my record.

Name: _____ Signature: _____ Date: _____
Print your name (dd/mm/yyyy)

Delivery address details

Please send my official document/s to the address below via: ☐ Post ☐ Courier ([courier fee](#) applies; International couriers Require that a telephone number be provided)

If you require copies to be sent to multiple addresses, please record the number of copies to be sent to each address.

Address 1:

Name	
Institution	
Address	
Suburb	
City	Postcode
Country	

Phone number if courier address:

Address 2:

Name	
Institution	
Address	
Suburb	
City	Postcode
Country	

Phone number if courier address:

Payment details

Official Transcripts and/or Letters cannot be processed until payment is confirmed. Payment can be made by:

- credit card (If you wish to pay by credit card you can instead log in to <https://www.auckland.ac.nz/transcript>)
- cheque in New Zealand dollars made out to The University of Auckland
- EFTPOS, credit card, and cash (if the request is made in person)

For all payments, take this form to the Cashiers Office in the Student Information Centre, Room 112 of the ClockTower. For cheque payments this form can also be posted to Records, Enrolment and Fees (postal address at the top of this form, pg. 1).

Transcript/Other document charges	NZD
URGENT First Official Transcript request	\$120.00
Or First Official Transcript request	\$30.00
+ additional copies in this request (each)	\$10.00
URGENT Other Document requested	\$120.00
Or 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	\$30.00
All other countries	\$60.00
Total amount (NZD)	

DPT: 10 (For Administrative Use Only: Cashier's Stamp)

☐ Checked for debt NSI

Amount: \$ _____

Receipt No: _____

Date: _____

Confirmation of collection (to be signed when collecting)

Name: _____
Print your name

Signature: _____

Date: _____
(dd/mm/yyyy)

• Please note the timeframes for collection:

1. If you submit a request **before** 3pm, your documents will be ready for collection **after** two working days at 3pm. (Urgent requests will be available **after** one working day at 3pm)
2. If you submit a request **after** 3pm, your documents will be ready for collection **after** three working days at 3pm. (Urgent requests will be available **after** two working days at 3pm)

However, there may be some delay during peak processing times, particularly during December to March.

- Collect documents from the Student Information Centre, Room 112, The ClockTower.
- Photo ID will be required to collect documents. The documents will be held for **seven days only**.

Privacy note: The University of Auckland collects, stores, uses and discloses your personal information in accordance with the provisions of the Privacy Act 1993. Your contact details will be used to assist locating your academic records and to contact you if there is a problem doing so. We will also provide your contact details to the courier company if you have selected the courier option (including phone and email address for international courier). If you seek to access, or correct, your personal information we hold please contact: Records, Enrolment and Fees, the University of Auckland, email: records@auckland.ac.nz.