



INS0018

UTS College Student ID Number

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## Application for Academic Record

(Transcript/Testamur/Certificate)

### PERSONAL DETAILS

Family name:

First name:

Date of birth (DDMMYY):

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Personal email address:

Contact phone number:

### REQUEST DETAILS

UTS College Graduate:

#### Free copy issued via My eQual

Available (only) for a completed program.

#### Additional or replacement transcript (\$20 per copy)

Number of copies: \_\_\_\_\_

#### Replacement certificate (\$50 fee applies)

 (One free copy (only) is issued upon completion of a program.  
All replacement requests require a Statutory Declaration.)

Program (completed):

**Diploma**
**UTS Foundation Studies**
**English program**

(Not available for students currently enrolled in a program)

**Graduate Certificate**

### DELIVERY INSTRUCTION

For hard copy requests:

Collection by Graduate from the Student Centre

 Third party collection from the Student Centre (Photo  
ID and an authorisation letter required)

Express local post (\$10 fee)

International courier services (fee per region)

Attention:

Address:

Suburb/town:

State:

Postcode:

Country:

Contact number:

### DECLARATION

 I declare that the details supplied on this form are mine and  
that the information provided by me is complete and correct.

Name:

Date:

**By checking this box, as the applicant I agree to  
my application as submitted to be processed**

## PAYMENT OPTIONS

- Paying in person**
- Credit Card (Visa or Mastercard)
  - EFTPOS

UTS College Student Centre, UTS Building 5, Block C, Level 1 (Ground Floor), 1-59 Quay Street, Haymarket NSW 2000

8:30am – 5:00pm, Monday – Friday. **Paying Electronically:**

### ONLINE – BPAY®

Simply visit your bank's online system to make payment using the BPAY option, then enter the **Biller Code 959676** and your **Customer Reference Number (CRN)\*** and use your linked debit account or credit card to complete the payment.

### ONLINE – BPOINT® Credit Cards

Go to the website <https://bpoint.com.au/payments/insearch> and enter the **Biller Code 959676**. Enter the Reference Number as the **Customer Reference Number (CRN)\***. Enter the amount to pay as the 'Total Fees Required' and select **Visa, Mastercard or American Express** to complete the payment.

### Alipay or WeChat Pay

Make payments with your Alipay or WeChat app

**Step 1:** Open the Alipay or WeChat app.

**Step 2:** Scan the QR Code.

**Step 3:** Enter payment amount.

**Step 4:** Tap on and enter your student ID.

**Step 5:** Type your name and mobile number.

**Step 6:** Confirm payment.

**Step 7:** Alipay/WeChat will inform you about the payment result.



### UTS College Telegraphic Transfers (TT) or Direct Deposits (DD)

Quote the following details for Telegraphic Transfers (TT) or Direct Deposits (DD) for all UTS College payments

**Account Name:** INSEARCH EDUCATION

**Bank:** COMMONWEALTH BANK **Swift Code:** CTBAAU2S

**BSB:** 062-010

**Account Number:** 28010009

**Bank Address:** 431-439 SUSSEX STREET, HAYMARKET, NSW 2000

When the TT or DD has been organised, email the copy of the receipt to [Transcripts@utscollege.edu.au](mailto:Transcripts@utscollege.edu.au)

Students must include their full name and UTS College student ID number on the bank receipt.

\*Note: Your CRN is on your UTS College Offer Letter or invoice. If you do not know your CRN, contact the Student Centre by email at: [Transcripts@utscollege.edu.au](mailto:Transcripts@utscollege.edu.au).

### Note:

All persons collecting documents must provide:

- Photo ID
- An authorisation letter (if applicable)

No academic transcripts will be released to students currently enrolled in UTS College Academic English, Diploma or UTS Foundation Studies programs during examination periods. Refer to the Current Student page on [utscollege.edu.au](http://utscollege.edu.au) for examination dates.

## ACADEMIC RECORD COLLECTED BY

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Is this a free copy?  Yes  No

Receipt number: \_\_\_\_\_ Amount: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Tracking number: \_\_\_\_\_

# Authorisation letter

Complete all fields

This page is to be used only when a third party is collecting on a student's behalf

I, \_\_\_\_\_,  
(student full name, as per passport)

hereby authorise the person stated, below, to collect my Academic Record.

## Details of the authorised (third party) person:

Full Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email (if applicable): \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**By checking this box, I agree to my submitted application being processed, and the Terms & Conditions at the end of this form.**

Parent/Legal Guardian Name (if the student is under the age of 18): \_\_\_\_\_

\*Homestay hosts are not permitted to sign as parents or guardians.

Date: \_\_\_\_\_

**By checking this box, the parent/guardian agrees to the submitted application being processed, and the Terms & Conditions at the end of this form.**

## Terms & Conditions

### **Students:**

By submitting this form, I acknowledge and agree to the following.

- a) To the best of my knowledge, the information provided in this form is true and correct.
- b) I have read, understood and accept the conditions (if any) set out in the form.
- c) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available [here](#).

### **Students under 18:**

#### **For parents/guardians if the student is under 18:**

By submitting this form, I acknowledge and agree to the following.

- a) I am the parent/guardian of the student to which the form relates.
- b) To the best of my knowledge, the information provided in this form is true and correct.
- c) I have read, understood and accept the conditions (if any) set out in the form.
- d) I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available [here](#).