



## Application for Academic Transcript & Australian Higher Education Graduation Statement (AHEGS)

- This form is to be used to apply for copies of your Academic Transcript and your Australian Higher Education Graduation Statement (AHEGS).
- Documents will not be issued to students who have outstanding financial payments to the University.
- AHEGS statements will only be issued to students who have been conferred on or after 20 December 2010.
- Please see Page 4 for lodgements details.
- If you have any questions please contact the Graduations and Records Team on +61 8 8302 2194 or email [graduations@unisa.edu.au](mailto:graduations@unisa.edu.au).

### More Information about Academic Transcripts

- A UniSA transcript is an official document with no alterations or erasures, listing the results of ALL programs and courses in which the student enrolled at the University of South Australia or one of its antecedent institutions.
- All students who complete and graduate from a program at UniSA receive 2 academic transcripts free of charge.
- One completion transcript will be sent to a student's mailing address, as recorded on myUniSA, once all requirements of a program have been completed and recorded on the student system.  
*Transnational students* – Please note this will be sent to the Academic Partner institution
- One conferral transcript will be posted to a student's mailing address, as recorded on myUniSA, once the award has been conferred by the University Council or at a graduation ceremony. This will also include an AHEGS.  
*Transnational students* – Please note this will be sent to the Academic Partner institution
- If transcripts are required before this time, students must apply and pay for them using this application form.
- Transcripts take up to two working days to produce, however records for students who studied at one of the University's antecedent institutions (see below) may take up to three weeks to prepare as some records have been archived.
- If you are a current student please check that your results have been released via *MyUniSA* before lodging your form.
- The fee for one academic transcript (including all programs and courses) is AUD\$25.00. Additional copies requested at the same time are AUD\$5.00 each.
- Academic transcripts are produced free of charge if sent directly to another tertiary Provider; however this does *not* include State Admissions Centres e.g. SATAC, or professional registration boards e.g. teaching, nursing, psychology etc.
- To have an academic transcript sent to another tertiary Provider, simply write the name and postal address of the desired recipient in Part C.

### More Information about the Australian Higher Education Graduation Statement (AHEGS)

- The Australian Higher Education Graduation Statement (AHEGS) is issued by Australian higher education Providers to graduating students upon conferral of a particular higher education award.
- It provides a description of the nature, level, context and status of studies that were completed by the individual named.
- Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.
- Students will receive one free AHEGS per award conferred on or after 20 December 2010.
- The fee for an additional AHEGS is AUD\$25.00. Further copies requested at the same time are AUD\$5.00 each.
- **AHEGS are not able to be produced for awards conferred prior to 20 December 2010.**

## Notes for Part B

The University of South Australia holds the academic records for its antecedent institutions. These institutions are listed below:

- South Australian Institute of Technology
- South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)
- Adelaide College of the Arts & Education (Underdale Campus only)
- Kindergarten Training College or Kingston CAE
- Salisbury Teachers College or Salisbury CAE
- Wattle Park Teachers College, Murray Park CAE or Hartley CAE
- Western Teachers College, SA School of Art or Torrens CAE

**Please do NOT complete this form for studies completed at the following institutions:**

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the **University of Adelaide** Student Centre on +61 8 8303 5208
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the **Flinders University** Graduation Office on +61 8 8201 3950



## Application for Academic Transcript & Australian Higher Education Graduation Statement (AHEGS)

Part A: Personal details			
Student ID (if known): <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>			
Title:		First name (s):	
Family name:		Previous name (if applicable):	
Date of birth:		Contact No:	Email:

Part B: Program details: <i>Only complete this section if you studied prior to 1991. Please provide any additional information that may assist in locating your records on an attached page</i>	
Institution where you studied (see Notes for Part B):	
Name of program/award:	
Date award was conferred:	Years of study:

Part C: Collection/Postage details <i>If you are collecting your transcript, or someone is collecting it on your behalf, photographic identification must be produced. University staff will contact you when it is ready for collection.</i>		
<input type="checkbox"/> I will collect from	<input type="checkbox"/> I authorise ..... to collect my transcript/AHEGS	
<input type="checkbox"/> Level 1, 101 Currie St, Adelaide	<input type="checkbox"/> Campus Central City West	<input type="checkbox"/> Campus Central City East
<input type="checkbox"/> Campus Central Magill	<input type="checkbox"/> Campus Central Mawson Lakes	<input type="checkbox"/> Campus Central Whyalla
OR <input type="checkbox"/> Post to the following address <i>(attach additional page if there are multiple destinations)</i>		
Name:		
Address:		
		Suburb:
State/ Province:	Postcode/ ZIP Code:	Country <small>(if not Australia):</small>
Applicant signature:		Date:

Part D: Transcripts	Cost	Quantity	Total
Transcript & AHEGS	AUD\$35	X 1	\$
Academic Transcript	AUD\$25	X 1	\$
Additional copies of transcript	AUD\$5 <small>per copy</small>	X	\$
AHEGS	AUD\$25	X 1	\$
Additional copies of AHEGS	AUD\$5 <small>per copy</small>	X	\$
<b>SUB TOTAL Part D</b>			\$

Part E: Postage	Cost	Quantity	Total
Domestic / International Airmail	Free		\$
Domestic Express Post	AUD\$5 <small>per destination</small>	X	\$
International Express Post	AUD\$15 <small>per destination</small>	X	\$
<b>SUB TOTAL Part E</b>			\$

<b>SUB TOTAL Part D</b>		<b>SUB TOTAL Part E</b>		<b>GRAND TOTAL</b>
AUD\$	+	AUD\$	=	AUD\$

<b>OFFICE USE ONLY</b> PLU 10102	RECEIPT NO	INITIALS
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**Part F: Payment** Cash/Cheque/Credit Card in person at Campus Central (see below for address details) Cheque/Money Order/Credit Card via mail (see below for address details) Credit Card via fax (see below for fax number)

Credit card type (please tick):

Visa MasterCard 

Card holder name:

Card number:               

Card expiry date:

Amount AUD\$

(Grand Total from Page 3)

Authorisation signature:

Date:

*Cheques should be made payable to 'The University of South Australia'.***LODGING YOUR APPLICATION WITH CAMPUS CENTRAL****In person****City East**Campus Central  
Level 3  
Playford Building**City West**Campus Central  
Ground Floor  
Yungondi Building**Magill**Campus Central  
Level 1  
B Block**Mawson Lakes**Campus Central  
Ground Floor  
A Building**Mount Gambier**Regional Centre Office  
Wireless Road  
Mount Gambier SA 5290**Whyalla**Campus Central  
Ground Floor- Main Bld  
  
111 Nicolson Avenue  
Whyalla Norrie SA 5608**By post**University of South Australia  
Campus Central – (insert name of  
campus)  
GPO Box 2471  
Adelaide SA 5000  
Australia**By fax**City East +61 8 8302 2466  
City West +61 8 8302 0590  
Magill +61 8 8302 4090  
Mawson Lakes +61 8 8302 3550  
Mount Gambier  
& Whyalla +61 8 8647 6082**By Email****City East:**

campuscentral.cityeast@unisa.edu.au

**City West:**

campuscentral.citywest@unisa.edu.au

**Magill:**

campuscentral.magill@unisa.edu.au

**Mawson Lakes:**

campuscentral.mawsonlakes@unisa.edu.au

**Mount Gambier & Whyalla:**

campuscentral.whyalla@unisa.edu.au