APPLICATION FOR ACADEMIC RECORD

1. IMPORTANT INFORMATION

Your Academic Record will be produced showing your current results. Current students - log into eStudent and check your results have been released before lodging this form.

Academic Records cannot be produced if you have any outstanding debt at JCU. Current students- log into eStudent to check your balance.

2. PERSONAL DETAILS

Student number: (if known): ☐☐☐☐☐☐☐☐

Title: _____ Given names: _____ Family name: _____

Date of birth (dd/mm/yyyy): _____/_____/_____ Previous name (If applicable): _____

Email address: _____ Telephone: _____

NOTE: if you are a current JCU student, please enter your @my.jcu email, however, a personal email is accepted if you are a past student. This same email will be used to create your My eQuals online account should you request a digital copy of your Academic Record.

Student Signature: _____ Date (dd/mm/yyyy): _____/_____/_____

NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.

My earliest year of study at JCU was: ☐ since 2008 ☐ between 1991 and 2008 ☐ prior to 1990

3. DELIVERY DETAILS

☐ **Digital copy via My eQuals**

☐ **Post** - please type address in the field below, or print clearly **in the correct postal format (your envelope will be addressed using the information as it appears in this field).** For additional addresses or special instructions, please attach a separate page.

Name: _____

Address: _____

STATE: _____ ZIP/PCODE: COUNTRY: _____

☐ **Collect at the Student Centre** ☐ Townsville ☐ Cairns

Photo ID is required. All in person collections will be held at the Student Centre for 30 days only.

If you want to authorise a third party to collect your record from the Student Centre, please complete the details below. Note: the authorised person will need to provide their photo ID to collect the record.

I authorise _____ *(third party's full name)* to collect my Academic Record on my behalf.

4. REQUEST DETAILS

☐ I request _____ copy/copies of my Academic Record

5. COST DETAILS

☐ **Standard service (produced within 5 working days) - $20 for first copy, $5 for each additional copy**

☐ **Fast track service (produced within 1 working day) - $30 for first copy, $5 for each additional copy**

☐ **Digital copy - $15**

=AUD $_____

Please send my record by: (select one)

☐ Express post within Australia ($10) ☐ International Express ($45) ☐ Digital copy (via My eQuals)

Calculate your total processing cost, including postage: **TOTAL:** **=AUD**

☐ **Please charge my credit card for the above amount**

☐ **Visa** ☐ **Mastercard** Card number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ CCV: ☐☐☐ Expiry Date: _☐☐_/_☐☐_

Card holder's name: _____ Card holder's signature: _____

We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.

6. RETURN DETAILS

Return this form by email to: academicrecords@jcu.edu.au