

## 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 eEquals 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 eEquals**
- 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 eEquals)

**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](mailto:academicrecords@jcu.edu.au)