

Order form for Academic Transcript

An academic transcript provides a list of individual units of study that you have completed and the grade earned for each unit. Transcripts cost \$25 each. Please note that preparation of transcripts takes some time. You should expect to receive your transcript within 1 week (within Australia) or 2 weeks (overseas).

- Full name*

First Last

Please provide your full name including all first or Christian names.

- Phone Number*

- Email*

- Student Number*

- Year of Graduation*

- Degree*

- Member Institution (college at which you completed your study)*

- How many copies of your transcript do you require?*

Price: \$ 25.00 Quantity:

- Postage or collection*

Mail to an address in Australia

Mail to an address in Australia

- Mailing address

Street Address Address Line 2 City

State / Province / Region ZIP / Postal Code

Country

Please provide details of the address to which you wish the transcript/s to be mailed.

- Total amount due

\$ 0.00

Payment Options*

- I will send a cheque by mail (please print this form, enclose with cheque and mail to PO Box 1882, Macquarie Centre, NSW, 2113)
- Please debit my credit card (please complete details below)
- Direct Deposit to SCD Account (see directions below for direct deposits)

• *Credit Card Payment Details*

• Card Type

• Visa

• Mastercard

• Cardholder Name

• Credit Card Number

• Card Expiry Date

Please enter the expiry date as MM/YY

• CCV Number

• Direct Deposit Instructions

- For direct deposits please use the following account details: Account Name: Sydney College of Divinity; BSB: 082-201; Account No: 567870365; ID Code: TRANS-Your Surname

• *Before you submit this form*

- Please check that all the details you have provided are correct. If you are paying by direct deposit please ensure that you have a copy of the bank details before you submit this form.*
- I have checked that the information I have provided on this form is correct.