SUBMISSION OF EXTERNAL ACADEMIC RECORD / TRANSCRIPT

THIS FORM IS TO BE ATTACHED TO ACADEMIC RECORDS, TRANSCRIPTS OR CERTIFICATES FOR EXTERNAL INSTITUTIONS.

1.0 PERSONAL INFORMATION

Student ID Number: ___ ___ ___ ___ ___ ___ ___

Family name:	Given name:
Contact telephone number:	Student Email: _____@student.usc.edu.au

Program of Study (if applicable):

2.0 REASON FOR SUBMISSION

☐ Additional documentation for submitted **Credit Transfer/Recognition of Prior Learning Application Form**

☐ Additional documentation for submitted **Admissions Application Form** (eg Postgraduate Coursework)

☐ Cross Institutional Study – transferring credit towards USC program:

Host institution: _____ Semester/Session of study: _____

Host institution: _____ Semester/Session of study: _____

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1. All copies of Academic Records, Transcript or Certificate must be:

   - sighted by USC Student Central staff when lodging in person at Student Central; or
   - certified by a Justice of the Peace when lodging by mail.

2. Note: Emailed and faxed versions of documentation will not be accepted.

PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Information Management Framework - Governing Policy at www.usc.edu.au/privacy

ENQUIRIES

In person:	Student Central at any USC Campus
Phone:	+61 7 5430 2890
Email:	Studentcentral@usc.edu.au

LODGEMENT

In person:	Student Central at any USC Campus
Mail:	Student Services and Engagement – ML23 University of the Sunshine Coast Maroochydore DC QLD 4558

STUDENT CENTRAL USE ONLY – DATE STAMP

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