

ACADEMIC TRANSCRIPT FORM

An academic transcript is a formal record that lists the units and course(s) you have completed at AMPA. Each transcript will show details such as the course, grades for each unit, credit granted and GPA.

Academic records may only be requested by the individual named on the record.

Complete the following form to request your academic record(s).

Identity Verification Information

Provide the following information that was current at the time when you were last enrolled at AMPA. This information will assist us in identifying your details and ensuring it remains private.

Student ID:		Email:	
Given name:		Family name:	
Date of birth:		Phone:	
Address:			

Please attach a copy of a valid personal photo identification, as it appears on a legitimate form of personal identification (such as your driver's licence or passport). Your request will not be processed if this is not included. Student cards, local library cards, Medicare cards, or birth certificates are not accepted.

Enrolment Details

Course:	
Years of enrolment:	<i>eg. 2015-2016</i>

Delivery Details

Postal address:		
Delivery options:	Mail to postal address	Collect from Surry Hills campus
	Email a digital copy to:	

Payment Details

- \$35 Official Transcript
- \$30 International Express Post
- \$5 Local Registered Post

Total amount to be paid = \$

Payment by: Cash Cheque EFT Credit Card (1.6% surcharge)

ELECTRONIC FUNDS TRANSFER

Bank: Westpac Banking Corporation
Name: Academy of Music and Performing Arts
BSB: 032 073 Account No.: 289 454
Reference: Your Name

CREDIT CARD PAYMENT

Name of Cardholder: _____ Expiry Date: _____

Credit Card Number: _____ CCV: _____

PLEASE RETURN THIS FORM TO:
AMPA Administration Office
136 Chalmers St, Surry Hills, NSW 2010
Or by email to admin@ampa.edu.au