

INFORMATION FOR APPLICANTS

A copy of academic transcript is an official record of all studies undertaken at Moore Theological College. Your transcript will include all units of study attempted, the marks achieved, and completion details (if applicable). It will be certified as a true and correct copy of the original document issued by this College.

COST

\$30 per request with two copies of Academic Transcripts supplied. This includes postage. Additional copies ordered at the same time cost an extra \$5 each.

Payment for the transcript should be made at the time of request or submission of this form.

There is no extra charge for transcripts being sent directly to another educational institution. To arrange for your transcript to be sent directly to another educational institution, please complete the Application Form and also include:

- The name of the institution to which the transcript is to be sent
- The complete mailing address, including the department and a contact name
- Your application number and your student ID from that institution (if you have one).

PROCESSING TIME

Please allow 5 working days from date request is received for processing and dispatch. Delays may occur during and after main exam periods (June/July and November to January).

Additional processing time may occur, which can take up to 3 weeks, for studies undertaken prior to 2000.

PAYMENT AND LODGEMENT OPTIONS

- **IN PERSON:** Complete the application form and make payment at Reception, Moore College, between 9am and 4.30pm by cash, cheque or EFTPOS .
- **BY POST:** Complete the application form and include money order, bank cheque, personal cheque drawn in Australian dollars, or credit card details.
Send to: Registrar's Department, Moore Theological Collage, 1 King Street, Newtown NSW 2042, Australia.
- **BY FAX:** Complete the application form and include credit card details. Fax completed form to: +61 2 9577 9988.

FURTHER ENQUIRIES

Telephone: Undergraduate Academic Administrator, Registrar's Department 02 9577 9933. From overseas +61 2 9577 9933.

Email: registrardepartment@moore.edu.au

Website: <http://www.moore.edu.au>

APPLICATION FOR OFFICIAL ACADEMIC TRANSCRIPTS



PERSONAL DETAILS

Surname	Student ID (if known):
First Name(s):	Previous Name (if applicable):
Personal Postal Address:	Date of Birth (DD/MM/YYYY)
	Email:
	Mobile Number:
	Daytime Phone:

COURSE DETAILS

Degree/Diploma Name(s):	
Years of Enrollment:	Year of Graduation:

REQUEST DETAILS

Number of Copies Required: <input type="text"/>	OFFICE USE ONLY: Date Processed: _____ Initials: _____
Send Transcripts to: <input type="checkbox"/> Personal Address as above <input type="checkbox"/> Other – Details below:	

AUTHORISATION

Signature of Student	Date

✂ _____

PAYMENT BY CREDIT CARD

ABN 47 746 452 183

Please debit by (please tick): <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX		
Card Number:	Expiry Date: ____ / ____	
Name on Card:	Amount: \$	
Signature of Card Holder:	Date:	