



UTS Insearch Student ID Number

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Application for Academic Record

PERSONAL DETAILS

Family name:

First name:

Date of birth (DDMMYY):

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Personal email address:

Contact phone number:

REQUEST DETAILS

UTS Insearch Graduates:

- Free copy**
The first copy is only available for a completed program.
- Additional transcript (\$20 per copy)**
How many copies would you like _____
- Replacement certificate (\$50 fee applies)**
(Only one free copy is issued upon completion of a program. All replacement requests require a Statutory Declaration.)

Current Students:

- Academic transcript (\$20 per copy)**
How many copies would you like _____

Which course would you like the above documents for?

- Diploma**
- UTS Foundation Studies**
- English program**
(Not available for students currently enrolled in a program)

DELIVERY INSTRUCTION

- Available for collection from Student Centre
- A third party will collect from Student Centre
(Photo ID and an authorisation letter required)
- Express local post (\$5 next day delivery)
- International courier services (\$25 by TNT)

Attention:

Address:

Suburb/town:

State:

Postcode:

Country:

Overseas contact number:

DECLARATION

I declare that the details supplied on this form are mine, and that the information provided by me is complete and correct.

Signature:

Date:

Insearch Limited - ABN 39 001 425 065
Insearch Limited (UTS Insearch) is a controlled entity of the University of Technology Sydney (UTS), and a registered private higher education provider of pathways to UTS.
UTS Insearch CRICOS provider code: 00859D
UTS CRICOS provider code: 00099F
533369870_0720

PAYMENT OPTIONS

- Paying in person** • Bank Cheque (payable to UTS Insearch)
• Credit Card (Visa, Mastercard or American Express)

UTS Insearch Student Centre, Ground Floor, 187 Thomas Street Sydney NSW 2000 Australia, 9:00am – 5:00pm, Monday – Friday.

Paying Electronically:

- ONLINE – BPAY®**
Simply visit your bank's computer system to make payment using the BPAY option, then enter the **Billers Code 959676** and your **Customer Reference Number (CRN)** and use your linked debit account or credit card to complete the payment.
- ONLINE – BPOINT® Credit Cards**
Go to the website <https://bpoint.com.au/payments/insearch> and enter the **Billers Code 959676**. Enter the Reference Number as the **Customer Reference Number (CRN)**. Enter the amount to pay as the "Total Fees Required" and select **Visa, Mastercard or American Express** to complete the payment.

- Alipay or WeChat Pay**
Make payments with your Alipay or WeChat app

Step 1: Open the Alipay or WeChat app.

Step 2: Scan the QR Code.

Step 3: Enter payment amount.

Step 4: Tap on and enter your student ID (7 digits).

Step 5: Type your name and mobile number.

Step 6: Confirm payment.

Step 7: Alipay/WeChat will inform you about the payment result.



- UTS Insearch Telegraphic Transfers (TT) or Direct Deposits (DD)**

Please quote the following details for Telegraphic Transfers (TT) or Direct Deposits (DD) for all UTS Insearch payments

Account Name: INSEARCH EDUCATION

Bank: COMMONWEALTH BANK **Swift Code:** CTBAU2S

BSB: 062-010

Account Number: 28010009

Bank Address: 431-439 SUSSEX STREET, HAYMARKET, NSW 2000

When the TT or DD has been organised, please email the copy of the receipt to Transcripts@insearch.edu.au

Students must include their full name and UTS Insearch student number on the bank receipt

If you don't have your CRN number, please return the completed form to the UTS Insearch Student Centre by email: Transcripts@insearch.edu.au or by mail: PO Box K1085, Haymarket, NSW 1240.

Note:

All persons collecting the documents must provide:

- Photo ID
- An authorisation letter (if applicable)
- A signature

No academic transcripts will be released to current students enrolled in the English program; and diploma or UTS Foundation Studies programs during examination periods. Please refer to the Current Student page on insearch.edu.au for examination dates.

ACADEMIC RECORD COLLECTED BY

Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

Received by: _____ Date: _____

Is this a free copy? Yes No

Receipt number: _____ Amount: _____

Processed by: _____ Date: _____

Tracking number: _____

Authorisation letter

Please complete this form in BLOCK letters

I, _____,
(print your full name as per passport)

hereby authorise the person stated below to collect my academic record.

Details of the authorised person:

Full Name: _____

Phone number: _____ Email address (if applicable): _____

Relationship with the student: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature (if the student is under the age of 18): _____

Date: _____