



INS0018

UTS College Student ID Number

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Application for Academic Record

(Transcript/Testamur/Certificate)

PERSONAL DETAILS

Family name:

First name:

Date of birth (DDMMYY):

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Personal email address:

Contact phone number:

REQUEST DETAILS

UTS College Graduates:

Replacement transcript (\$20 per copy)

Number of copies: _____

Replacement certificate (\$50 fee applies)(One free copy (only) is issued upon completion of a program.
All replacement requests require a Statutory Declaration.)

Program (completed):

Diploma**UTS Foundation Studies****English program**

(Not available for students currently enrolled in a program)

Graduate Certificate

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:

By checking this box, as the applicant I agree to my application as submitted to be processed

PAYMENT OPTIONS

Paying in person • Credit Card (Visa or Mastercard)
• EFTPOS

UTS College Student Centre, UTS Building 5, Block C, Level 1 (Ground Floor), 1-59 Quay Street, Haymarket NSW 2000

8:30am – 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 **Bill 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 **Bill 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.

UTS College Telegraphic Transfers (TT) or Direct Deposits (DD)

Quote the following details for Telegraphic Transfers (TT) or Direct Deposits (DD) for all UTS College 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@utscollege.edu.au

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

*Note: Your CRN is on your UTS College Offer Letter or invoice. If you do not know your CRN, contact the Student Centre by email at: Transcripts@utscollege.edu.au

Terms & Conditions

Students:

By submitting this form, I acknowledge and agree to the following.

1. To the best of my knowledge, the information provided in this form is true and correct.
2. I have read, understood and accept the conditions (if any) set out in the form.
3. I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available here.

Students under 18:

For parents/guardians if the student is under 18:

By submitting this form, I acknowledge and agree to the following.

1. I am the parent/guardian of the student to which the form relates.
2. To the best of my knowledge, the information provided in this form is true and correct.
3. I have read, understood and accept the conditions (if any) set out in the form.
4. I am authorised to disclose the personal and sensitive information (as applicable) provided in this form and acknowledge that such information (including my own) will be collected, used, stored and disclosed in accordance with the UTS College privacy policy, available here