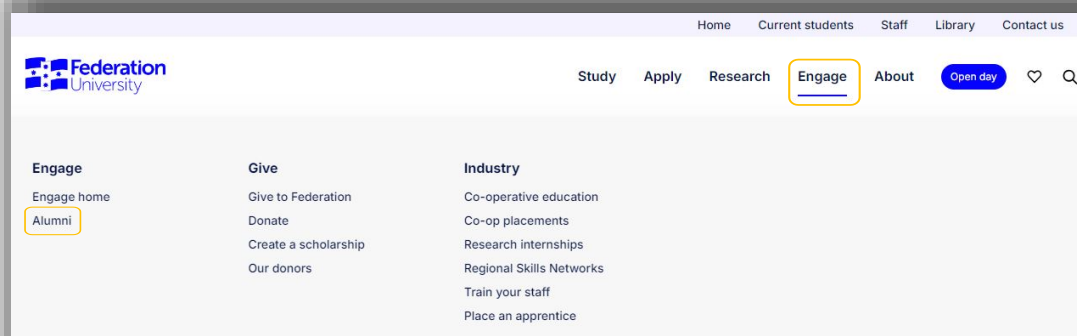


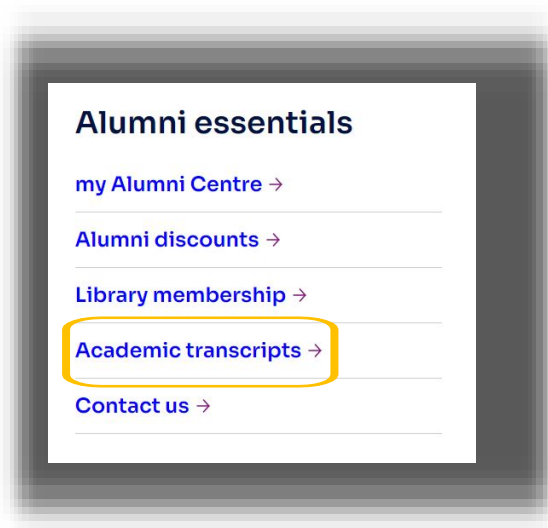
# Request Official Transcript

Complete the steps below to request an official Academic Transcript in my Alumni Centre.

To begin, go to the FedUni Homepage **www.federation.edu.au** click on **Engage**, then click on **Alumni**



On the Alumni homepage, scroll down and click on the **Academic transcripts** button



Click to access **my Alumni Centre**

Log in using your User ID and password.

Your **User ID**: is your email address  
you have provided.

### Applying for an official academic transcript - alumni

An academic transcript is a complete record of all your study at the University. Digital copies are available free of charge, and hard copies are available for you to purchase. Graduates will receive a free copy of their transcript when they graduate – additional copies may be purchased electronically.

Alumni members can apply for copies of their academic transcript online through [my Alumni Centre](#), by clicking on the my Transcript tile and following the prompts. If you do not have access to my Alumni Centre please [register/update your details](#) with the Alumni Office.

If you require assistance you can refer to our [step by step guidelines \(pdf, 540kb\)](#).

If you are having trouble logging into my Alumni Centre click **'Sign up for an account'** or to reset your password click on the **Reset Password** link.

## Help

If you are having issues with requesting an official Academic Transcript or need assistance contact

Student HQ on 1800 FED UNI (1800 333 864) or go to [federation.edu.au/askfeduni](https://federation.edu.au/askfeduni)

Get help to sign in

Reset my password →

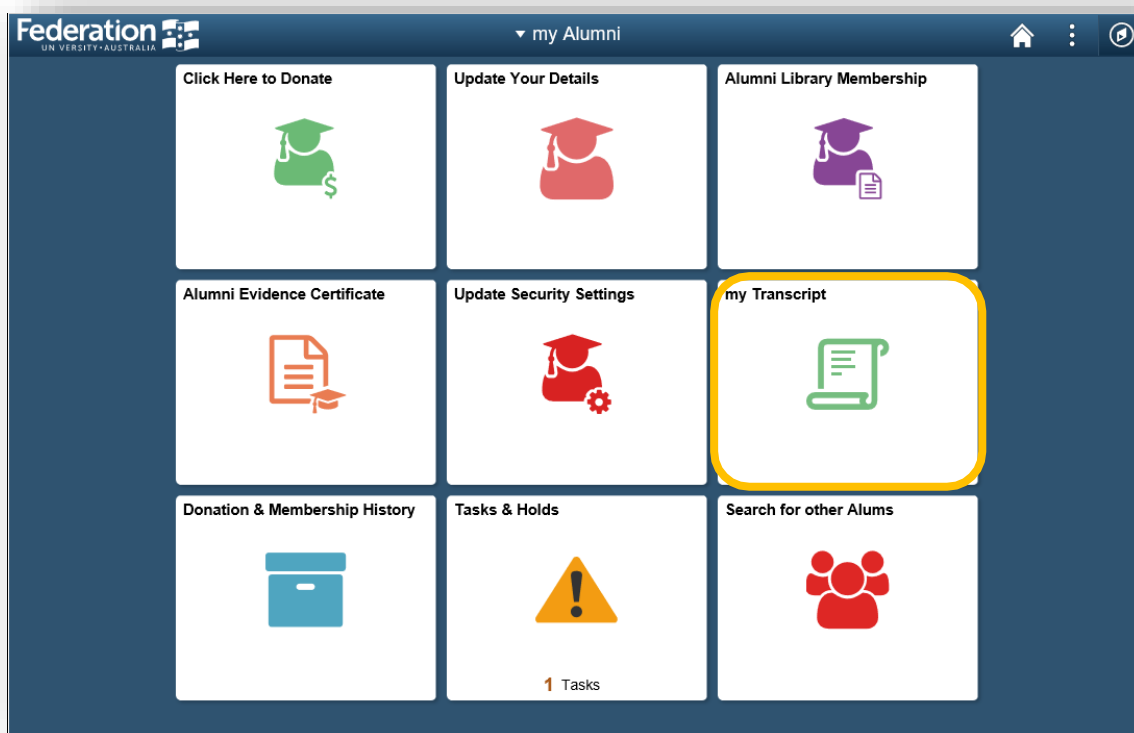
View IT knowledge base →

Contact ITS support →

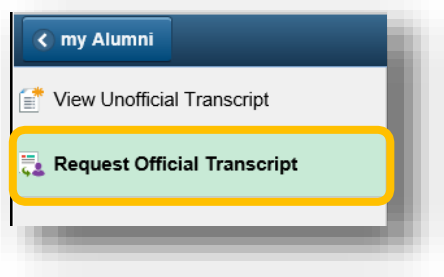
**Sign up for an account →**

Copyright Federation University Australia  
ABN 51 818 692 256 | CRICOS provider number 00103D | RTO code 4909 | TEQSA PRV12151 Australian University

From the my Alumni homepage click on the **my Transcript** tile.



Click on the **Request Official Transcript** page.



Select the **Quantity** of transcripts required to be printed.

<b>Submit Request</b>	<b>View All Requests</b>
-----------------------	--------------------------

## Request Official Transcript Submit

An academic transcript is a complete record of all of your study at the University. Graduates will receive a free copy of their transcript when they graduate.

Use this form if you need to apply for an academic transcript at any other time.

Academic Transcripts will also be uploaded digitally to the My eEquals portal. This allows Federation University Australia (FedUni) students and graduates to securely view, download and share their official FedUni academic documents digitally. My eEquals is utilised by universities across Australia and New Zealand. For more information about My eEquals [click here](#).

When your documents have been uploaded you will receive an email from My eEquals giving you instructions to register and validate your personal access. Please ensure your email address is up to date in my Student Centre or my Alumni before completing this form.

▼ **Select Delivery Method**

Quantity	Transcript Fee	Delivery Method	Subtotal
1	15.00	(Select a Value) ▼	15.00

A digital copy is included with every request via My eEquals. Currency used is Australian Dollar.

In the **Delivery Method** field indicate how you would like to receive your transcript.

All Academic Transcript requests will also be uploaded digitally to your my eEquals portal.

### Requesting an Official Transcript to be posted

If you have indicated that you wish for your transcript to be posted, select the postage type (Express Post, Registered Post or DHL International Courier) in the **Delivery Method** field, select whether you wish to send the transcript to an **existing address** or **add a new address** and press the **Submit** button.

The postage fee for each postage type is indicated in brackets in the Delivery Type field.

Submit Request

View All Requests

### New Request

An academic transcript is a complete record of all of your study at the University. Graduates will receive a free copy of their transcript when they graduate.

Use this form if you need to apply for an academic transcript at any other time.

Academic Transcripts will also be uploaded digitally to the My eEquals portal. This allows Federation University Australia (FedUni) students and graduates to securely view, download and share their official FedUni academic documents digitally. My eEquals is utilised by universities across Australia and New Zealand. For more information about My eEquals [click here](#).

When your documents have been uploaded you will receive an email from My eEquals giving you instructions to register and validate your personal access. Please ensure your email address is up to date in my Student Centre or my Alumni before completing this form.

▼ **Select Delivery Method**

Quantity	Transcript Fee	Delivery Method	Subtotal
1	15.00	Registered Post in Australia (Fee: 10.00)	25.00

One transcript and a digital copy are included per request. Currency used is Australian Dollar.

**Notes**  
Estimated delivery is 1-4 business days (signature on delivery).

▼ **Select Postal Address**

Is this request to be sent to a third party to verify your academic record? ☐ No ☒ Yes

Send To Existing Address ☒

Address Type

Send To (Name)

Address

Country

## Sending an Official Transcript to a Third Party

If you wish for your transcript to be sent to a third party, please select **Yes** in the **Is this request to be sent to a third party to verify your academic record?** field.

You will also need to send details of the third party and any additional documents required to be completed as part of that verification to the Graduation Office by emailing [graduate@federation.edu.au](mailto:graduate@federation.edu.au)

## Paying for Official Transcript

Once the request has been submitted you will be directed to pay for your transcript online.

Exit

Make a Payment - Official Transcript

1 Specify Payment Amount  
In Progress

2 Confirm Payment Amount  
Not Started

3 Payment Gateway  
Not Started

4 Payment Result  
Not Started

Step 1 of 4: Specify Payment Amount

Any refund will be processed according to the relevant Federation University Australia refund policy.

Federation University

Item Description	Due Date	Outstanding Charges	Payment Amount
Transcript Fee		15.00	15.00
<b>Total</b>		<b>15.00</b>	<b>15.00</b>

Currency used is Australian Dollar

Confirm

Press the **Confirm** button to move to step 2.

To confirm and pay your transcript fee, press the **Confirm** button.

Exit

Make a Payment - Official Transcript

Previous

1 Specify Payment Amount  
Complete

2 Confirm Payment Amount  
In Progress

3 Payment Gateway  
Not Started

4 Payment Result  
Not Started

Step 2 of 4: Confirm Payment Amount

If the amount below is correct, select the **Confirm** button to be transferred to the ANZ eGate Payment Client to complete the payment process.

\$15.00 AUD

Confirm

Select your preferred **payment method**.

Exit

Make a Payment - Official Transcript

Previous

1 Specify Payment Amount  
Complete

2 Confirm Payment Amount  
Complete

3 Payment Gateway  
In Progress

4 Payment Result  
Not Started

Step 3 of 4: Payment Gateway

ANZ eGate™

TEST MODE

Select your preferred payment method  
Pay securely using SSL+ by clicking on the card logo below:

AMERICAN EXPRESS

MasterCard

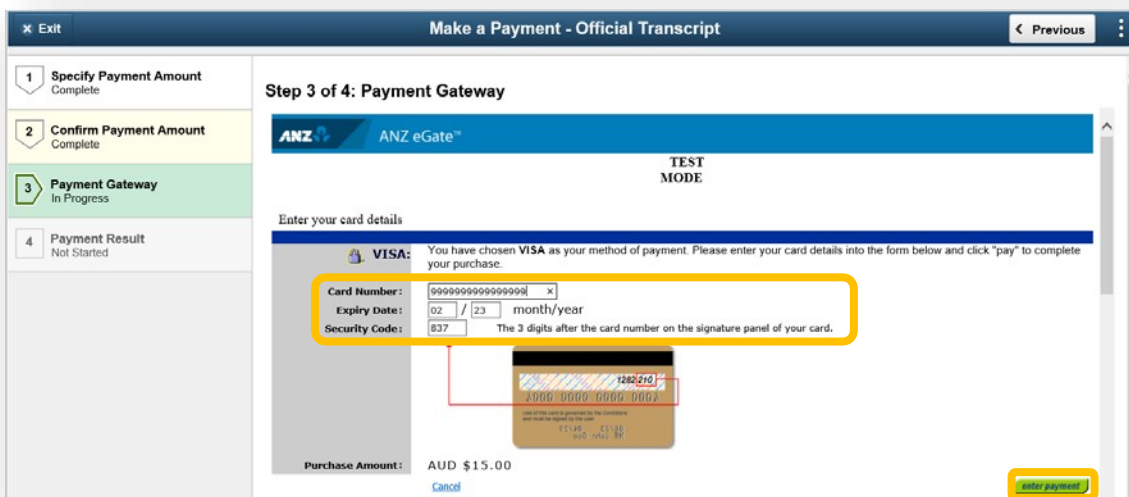
JCB

VISA

Cancel

© 2005-2019 Mastercard

Enter your **Card Number**, **Expiry Date** and **Security Code** and press the **enter payment** button.



**Make a Payment - Official Transcript**

**Step 3 of 4: Payment Gateway**

**ANZ eGate™**

**TEST MODE**

Enter your card details

**VISA:** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number: 0000000000000000

Expiry Date: 02 / 23 month/year

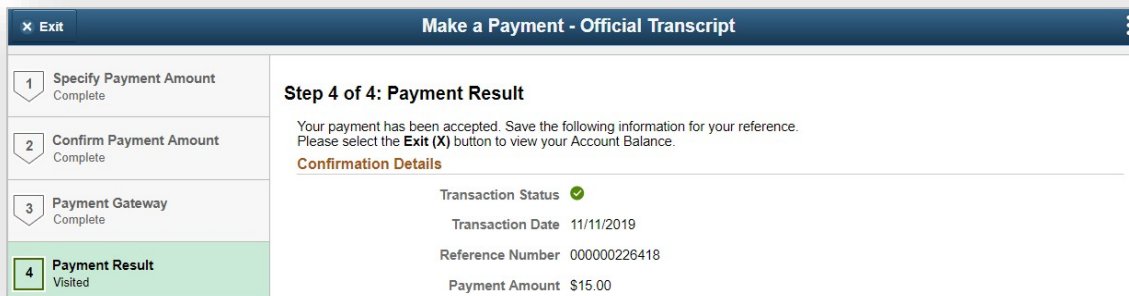
Security Code: 837

The 3 digits after the card number on the signature panel of your card.

Purchase Amount: AUD \$15.00

**enter payment**

If your payment was successful, confirmation of your payment will be displayed.



**Make a Payment - Official Transcript**

**Step 4 of 4: Payment Result**

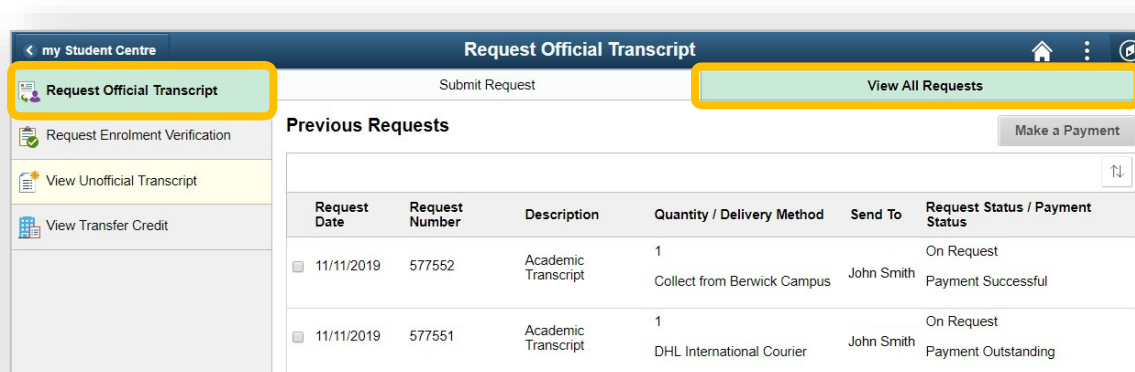
Your payment has been accepted. Save the following information for your reference. Please select the **Exit (X)** button to view your Account Balance.

**Confirmation Details**

Transaction Status	✓
Transaction Date	11/11/2019
Reference Number	000000226418
Payment Amount	\$15.00

## Viewing the Status of your Official Transcript Requests

You can view the status of all official transcript requests in the **View All Requests** tab on the **Request Official Transcript** main page.



Request Date	Request Number	Description	Quantity / Delivery Method	Send To	Request Status / Payment Status
11/11/2019	577552	Academic Transcript	1 Collect from Berwick Campus	John Smith	On Request Payment Successful
11/11/2019	577551	Academic Transcript	1 DHL International Courier	John Smith	On Request Payment Outstanding

The **Request Status** displays as '**On Request**' for new requests which haven't been actioned yet, and changes to '**Completed**' once the Transcript has been generated and either ready for collection at your selected campus or has been posted to your nominated address.

The **Payment Status** either displays as '**Payment Successful**' when your payment was successful or '**Payment Outstanding**' where your payment has not yet been made.