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 hover on About Us, then click on Alumni.

On the Alumni homepage, click on the my Alumni Centre button and then click on the Log in to my Alumni Centre button.

Log in using your User ID and password.

Your User ID: is your email address you have provided.
If you are having trouble logging into my Alumni Centre click ‘Need help logging in?’ 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

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.

In the **Delivery Method** field indicate whether you would like to collect your transcript from a specific campus or to be posted to a specific address.

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

**Requesting to Collect an Official Transcript**

If you have indicated that you wish to collect your transcript from specific campus, select the campus you want to collect the transcript from in the **Delivery Method** field and press the **Submit** button.

To authorise another person to collect the transcript on your behalf, populate the person’s name in the field below before submitting the request.
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.

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
Paying for Official Transcript

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

Press the Confirm button to move to step 2.
To confirm and pay your transcript fee, please the Confirm button.

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

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

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.