

# ACADEMIC TRANSCRIPT APPLICATION

1. You are entitled to apply for one free copy of your Academic Transcript per year while studying with Wintec.
2. A charge will apply for all subsequent requests as follows:

Additional Transcript sent electronically or collected from Wintec	\$15.00
Additional Transcript sent by mail within New Zealand	\$20.00
Additional Transcript sent by mail internationally	\$25.00

**Additional Costs for Transcripts 10 years and older**

Academic Transcript or Verification of Study completed more than 10 years ago sent electronically	\$80.00
Academic Transcript or Verification of Study completed more than 10 years ago sent by mail within New Zealand	\$85.00
Academic transcript or Verification of Study completed more than 10 years ago sent by mail internationally	\$90.00

3. Please return completed form to the Student Enrolment & Information Centre (SEIC) by either (a) submitting electronically below; (b) posting to *Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton* or (c) delivering to the Hamilton City Campus, A Block.
4. If payment is required, present this form at the SEIC, City Campus or complete the credit card details below.

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Student ID Number	<input type="text"/>		
First Names	<input type="text"/>		
Last/Family Name	<input type="text"/>	Date of Birth	<input type="text"/>
<b>Mailing Address:</b>			
Number/Street	<input type="text"/>	Suburb	<input type="text"/>
City	<input type="text"/>	Post Code	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

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**Please select:** (Please allow 48 hours for processing)

<input type="checkbox"/>	Please email	<input type="checkbox"/>	Please post
<input type="checkbox"/>	I will collect from the Student Enrolment and Information Centre		
<input type="checkbox"/>	<b>Pay Online:</b> 02-0316-0112455-00 (use your student ID as reference)		
<input type="checkbox"/>	Please charge my credit card ( <i>Unfortunately we do not accept American Express or Diners Club cards.</i> )		

Visa       Mastercard

Card Number

Amount       Expiry Date  /

Name on Card

Card Holder's Signature

By typing the card holders name in this field, you authorise that the card holder has given permission for Wintec to deduct the above dollar amount from the above credit

Date

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Office Use Only: Actioned by

Date

