

# Request for an Official Transcript of Academic Record



Please complete this form to receive the Official Transcript of your Academic Record. An Official Transcript is a certified statement detailing a student's complete academic record at the Institute. It includes details of all course results, completion details and qualification.

Please Note: All PASS, FAIL and WITHDRAWN grades will appear on the transcript and cannot be removed.

Send to: ASK ME, Private Bag 94006, Manukau 2241 or email: [StudentRecordRequests@manukau.ac.nz](mailto:StudentRecordRequests@manukau.ac.nz)

The processing time for an academic transcript is approx. 10 - 15 working days.

Student details			
First Name			
Last Name			
Student ID		Date of Birth (dd/mm/yyyy)	
Phone		Email address	
Postal Address			
			Postcode

Study details			
Programme enrolled in (if applicable)			
Year last enrolled at MIT		Are you eligible to graduate (please tick v)	<input type="radio"/> Yes <input type="radio"/> No
If yes, what is the name of the qualification			

**IMPORTANT:** If you have only just recently completed your qualification please be aware that your transcript may show as 'Qualification Not Yet Complete'. However, this will change to 'Qualification Completed' once the required processes are complete.

**NOTE:** All outstanding monies must be paid **BEFORE** the transcript can be processed. Payment of the transcript fee must also be received before the transcript is issued.

How would you like to receive the requested document(s)?	
<input type="radio"/> <b>Post</b> – to the address supplied above	<input type="radio"/> <b>Collect In person</b> - from ASK ME Otara

Cost		Please tick v
Standard transcript request – includes complimentary copy	\$25.00	
Any additional copies at the time of the initial transcript request (each)	\$12.50	
Postal Charges		Please tick v
Overseas airmail (each address)	\$10.00	
Standard Post within NZ	No charge	
Courier Charges		Please tick v
Within New Zealand	\$10.00	
Australia	\$30.00	
USA	\$65.00	
All other countries	\$55.00	
<b>Total amount (NZD)</b>		

How would you like to pay?	
<input type="radio"/> <b>Internet Banking</b>	<input type="radio"/> <b>In person at any Westpac bank</b>

**IMPORTANT:** Please make payment within 21 days or your request may be cancelled.

*Please sign here to confirm you have read this form and to authorise the release of your academic record.*

<b>Signed</b>	<b>Date</b> (dd/mm/yyyy)
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