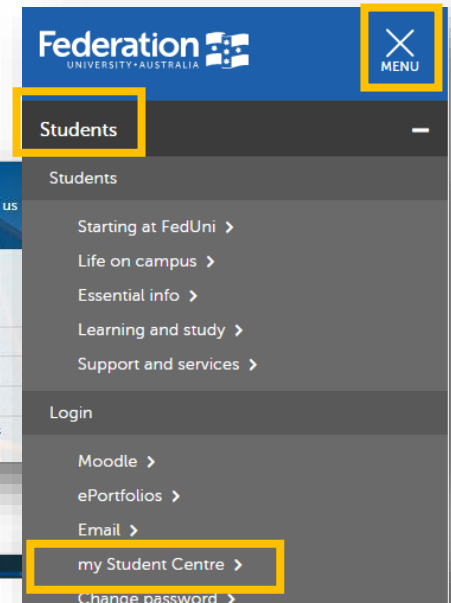
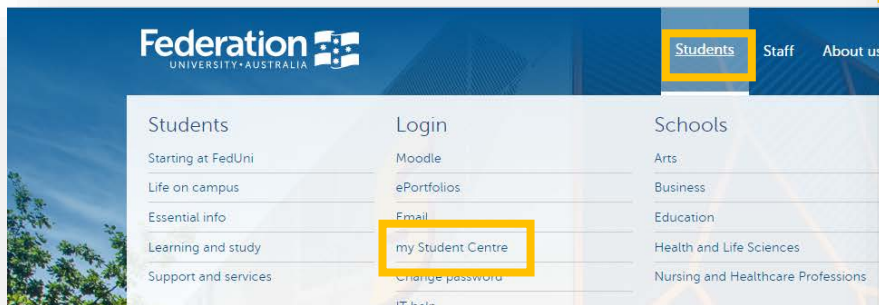


Request Official Transcript

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

To begin, go to the FedUni Homepage www.federation.edu.au hover on **Students**, then click on **my Student Centre**.

On a mobile device click on the **menu**, **Students** then **my Student Centre**.

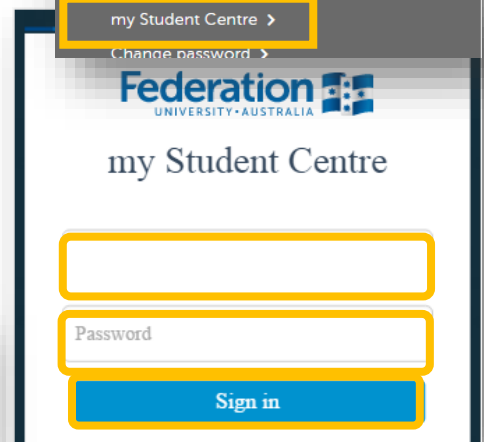
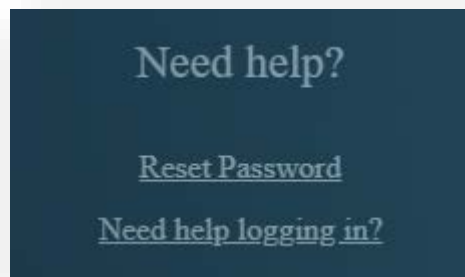


Log in using your Student ID number and password.

Your **User ID**: is your student number starting with the numbers 30XXXXXX

Your **Password** is the same password you use to logon to all Federation University computers.

If you are having trouble logging into my Student Centre click '**Need help logging in?**' or to reset your password click on the **Reset Password** link.

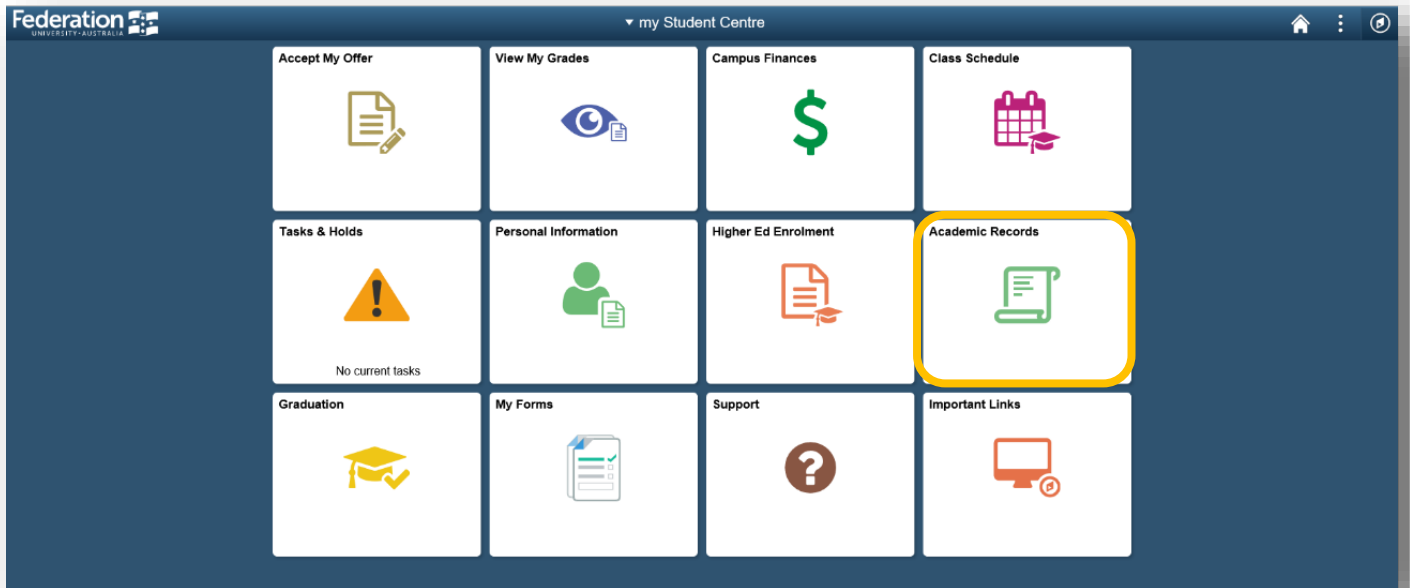


Help

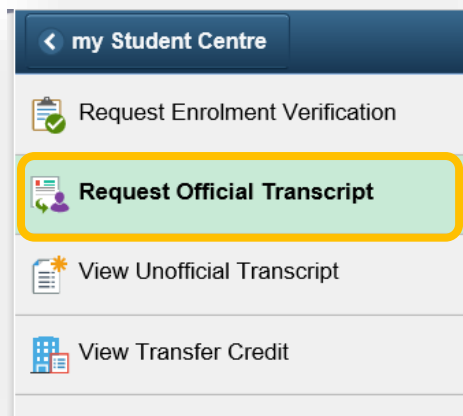
If you are having issues with requesting an official Academic Transcript or need assistance contact

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

From your homepage click on the **Academic Records** tile.



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



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

Submit Request
View All Requests

Submit

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	Collect from Gippsland Campus (Fee: 0.00) ▼	15.00

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

I authorise my official transcript to be collected from the above Student HQ location, by the following nominated person (photo identification required):

Notes
 Transcripts will be available for collection from 2.00pm on the next business day after form submission.
 Photo identification is required to collect an academic transcript.

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 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.

Submit Request
View All Requests

Submit

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	Collect from Gippsland Campus (Fee: 0.00) ▼	15.00

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

I authorise my official transcript to be collected from the above Student HQ location, by the following nominated person (photo identification required):

Notes
 Transcripts will be available for collection from 2.00pm on the next business day after form submission.
 Photo identification is required to collect an academic transcript.

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

When your documents have been uploaded you will receive an email from My eQuals 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 i

Send To Existing Address Yes No

Address Type Home ▼

Send To (Name) Sarah Lind

Address 52 Welshpool Rd
TOORA, VIC, 3962

Country Australia

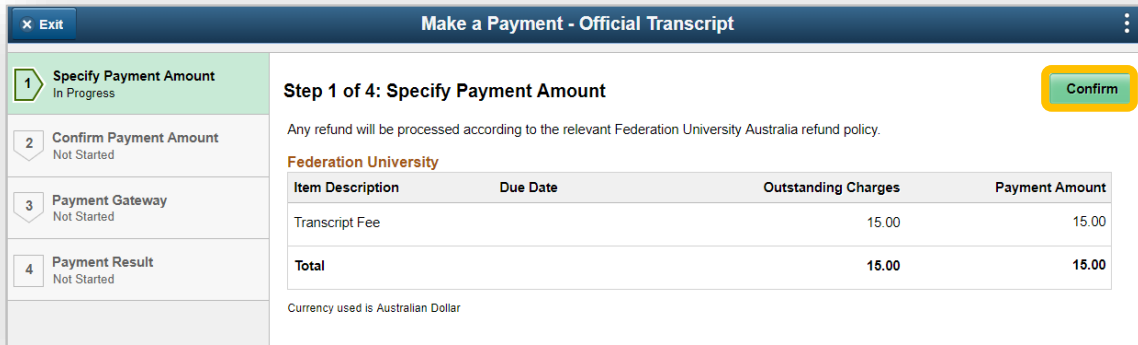
Sending an Official Transcript to a Third Party

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.



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 Confirm

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

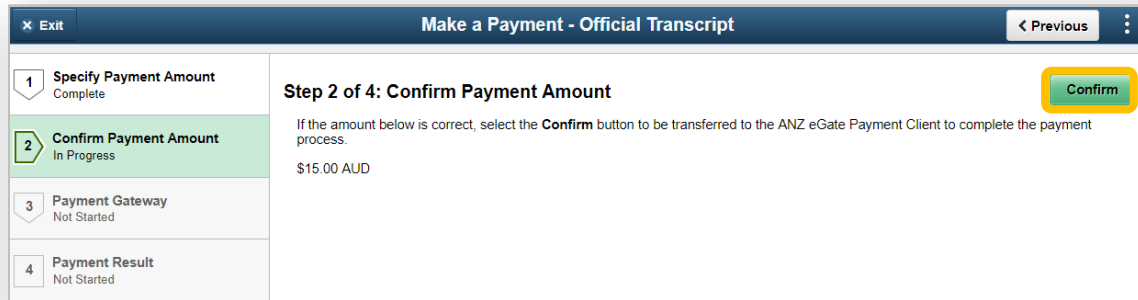
Federation University

Item Description	Due Date	Outstanding Charges	Payment Amount
Transcript Fee		15.00	15.00
Total		15.00	15.00

Currency used is Australian Dollar

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

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



Make a Payment - Official Transcript Previous

1 Specify Payment Amount
Complete

2 Confirm Payment Amount
In Progress

3 Payment Gateway
Not Started

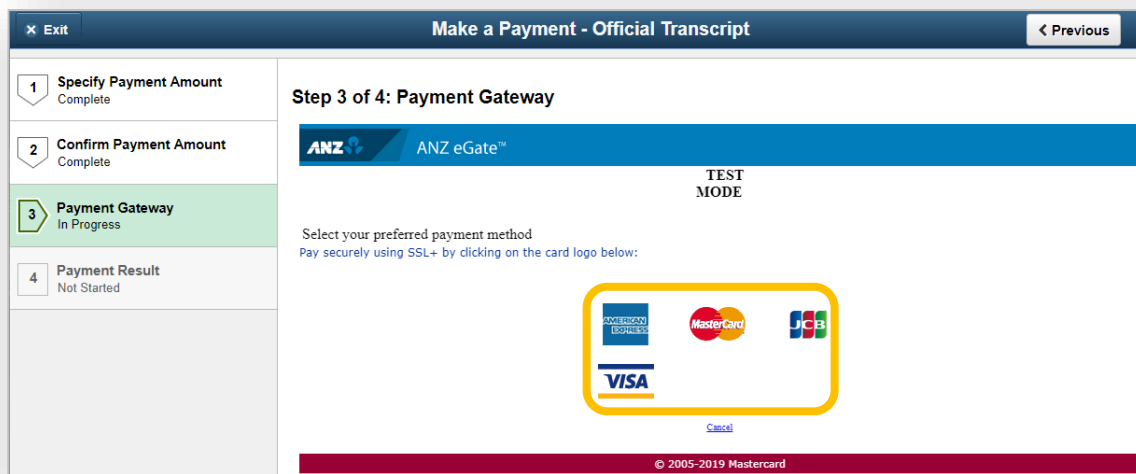
4 Payment Result
Not Started

Step 2 of 4: Confirm Payment Amount Confirm

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

Select your preferred **payment method**.



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:

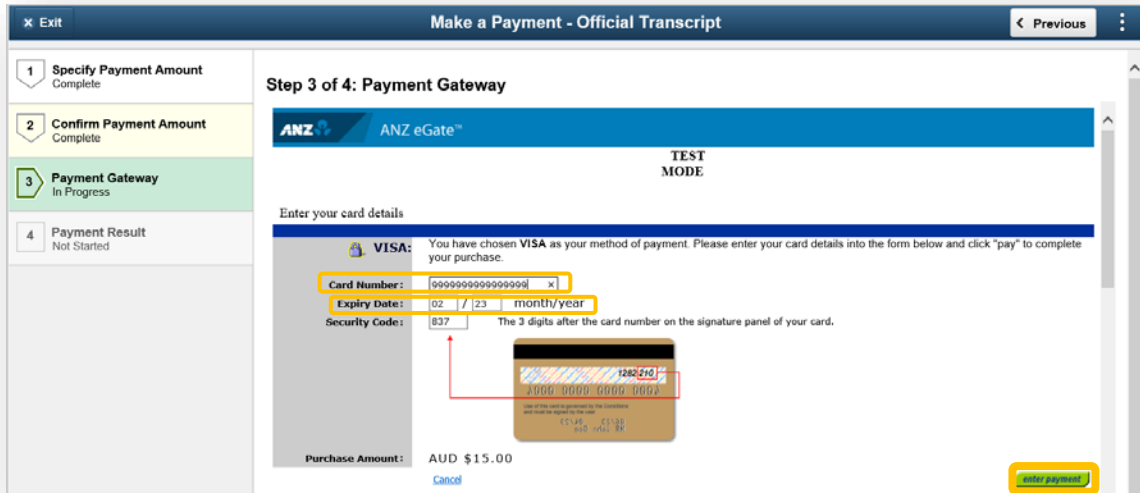






[Cancel](#)

© 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

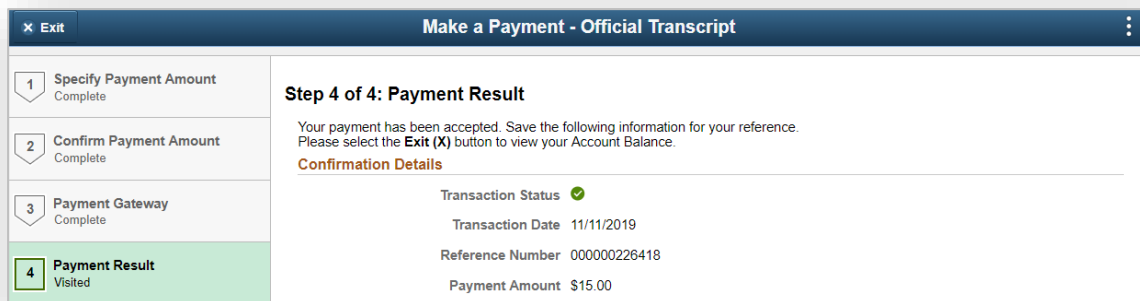
Expiry Date: 02 / 23 month/year

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

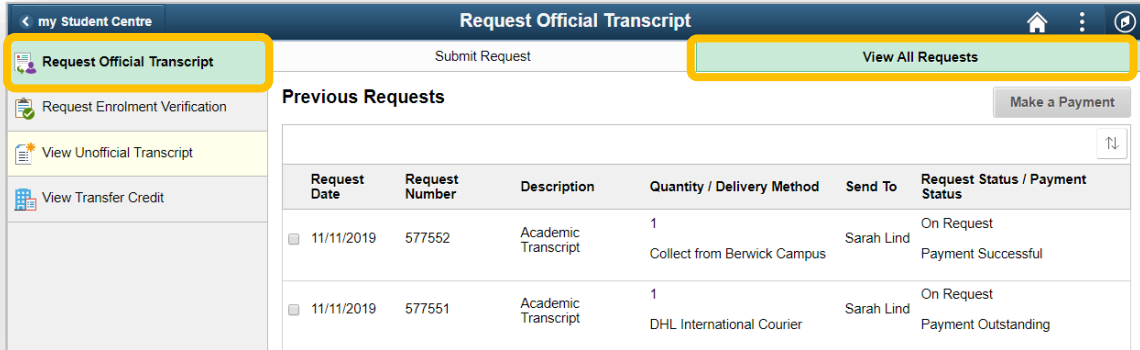
Your payment has been accepted. Save the following information for your reference. Please select the **Exit (X)** button to view your Account Balance.

Confirmation Details

Transaction Status	✔
Transaction Date	11/11/2019
Reference Number	00000226418
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	Sarah Lind	On Request Payment Successful
11/11/2019	577551	Academic Transcript	1 DHL International Courier	Sarah Lind	On Request Payment Outstanding

The **Request Status** displays as '**On Request**' for new requests which haven't been actioned by Student HQ 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.