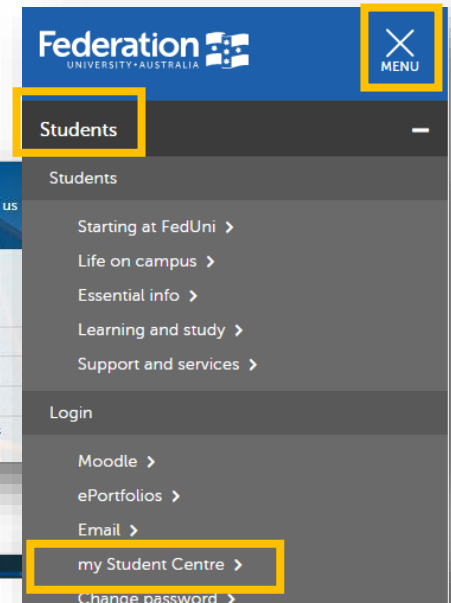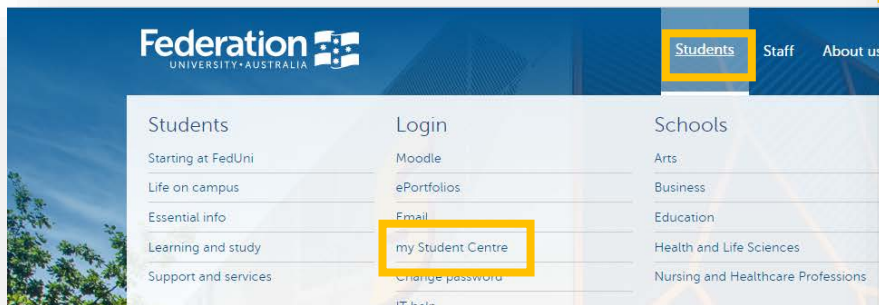# Request Official Transcript

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.
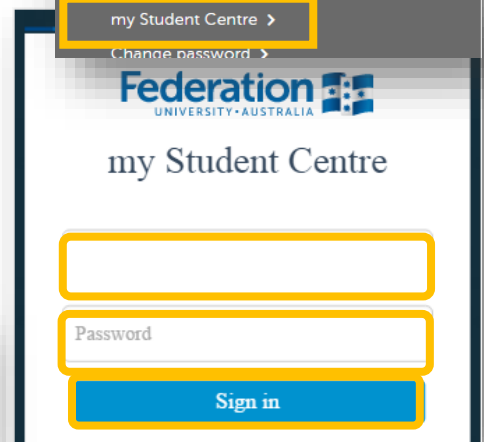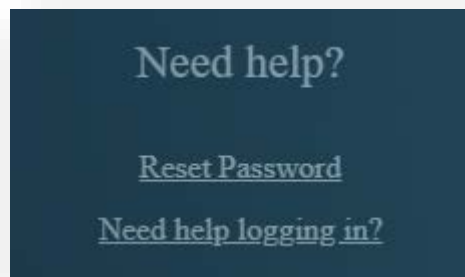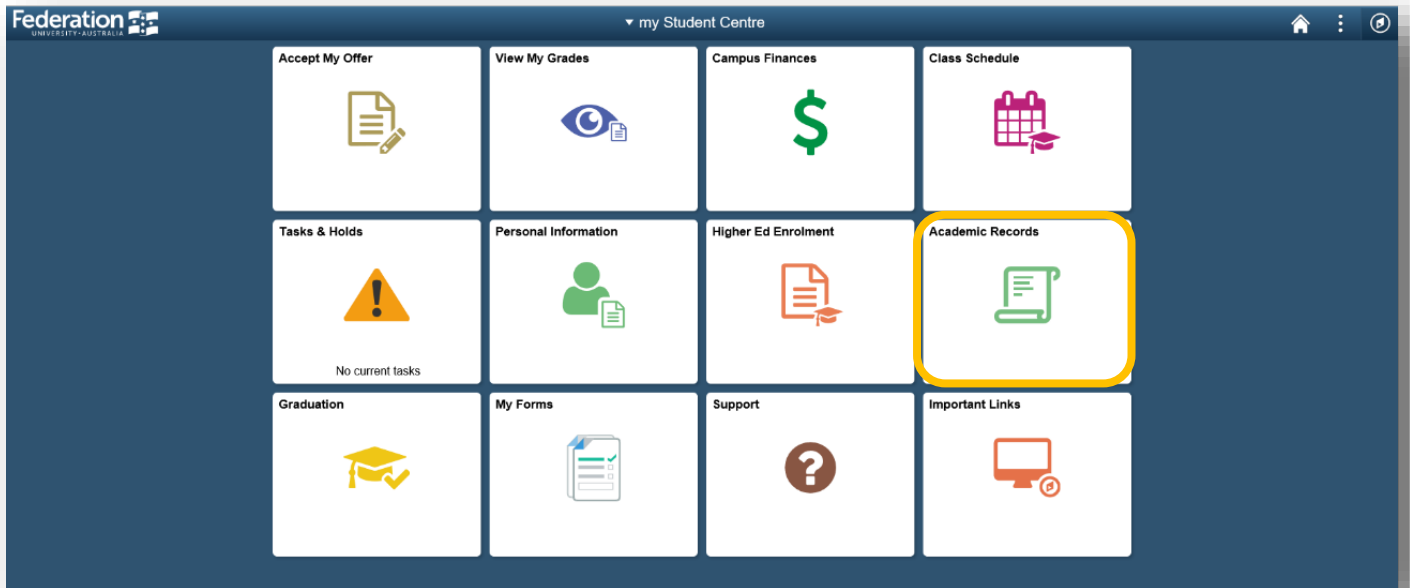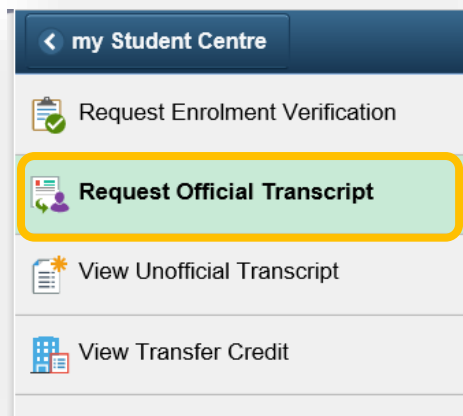
Help

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.

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 eQuals 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.

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.
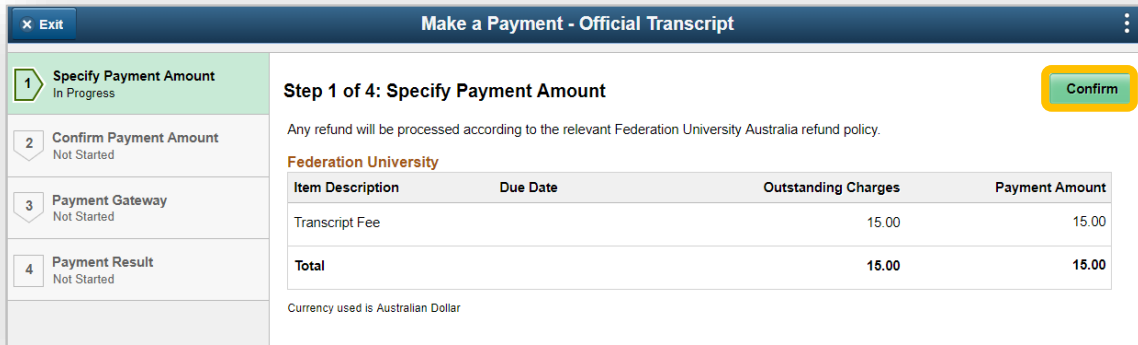

Sending an Official Transcript to a Third Party

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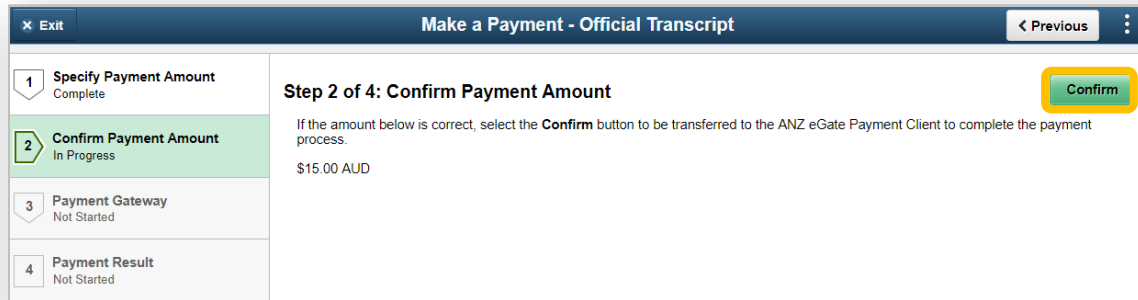
Press the **Confirm** button to move to step 2.

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

Select your preferred **payment method**.
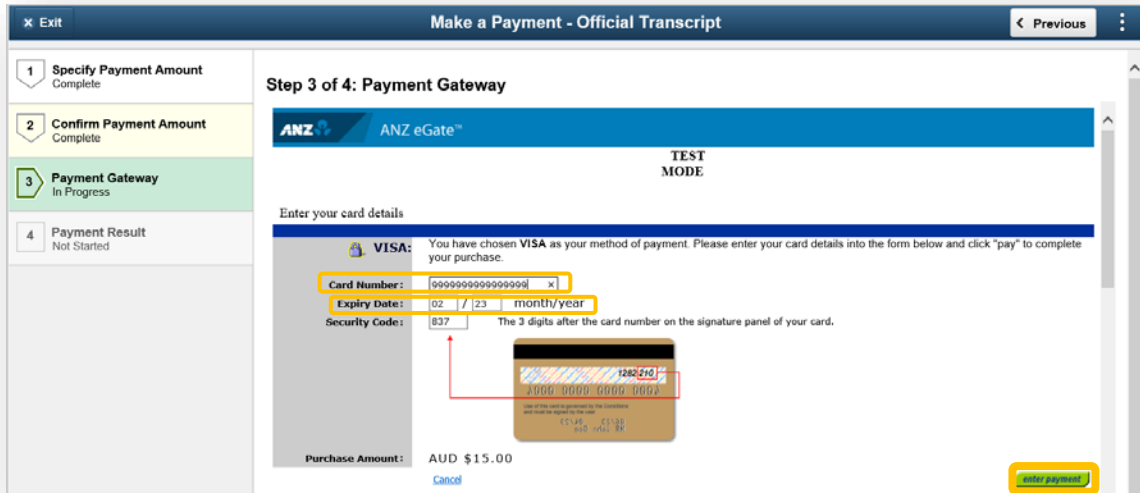
Enter your **Card Number**, **Expiry Date** and **Security Code** and press the **enter payment** button.
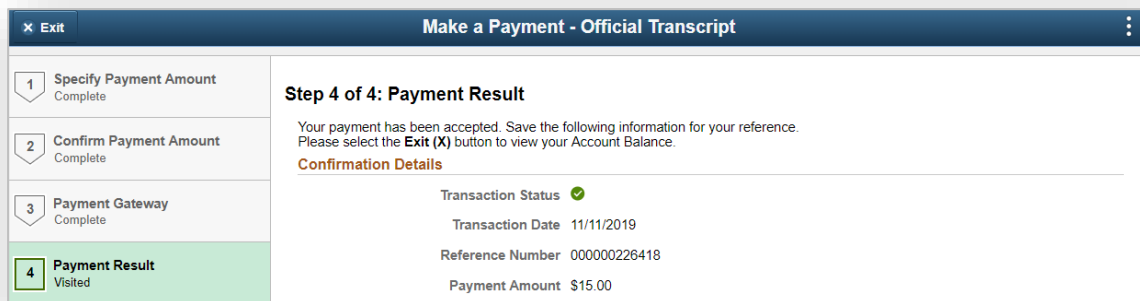
If your payment was successful, confirmation of your payment will be displayed.
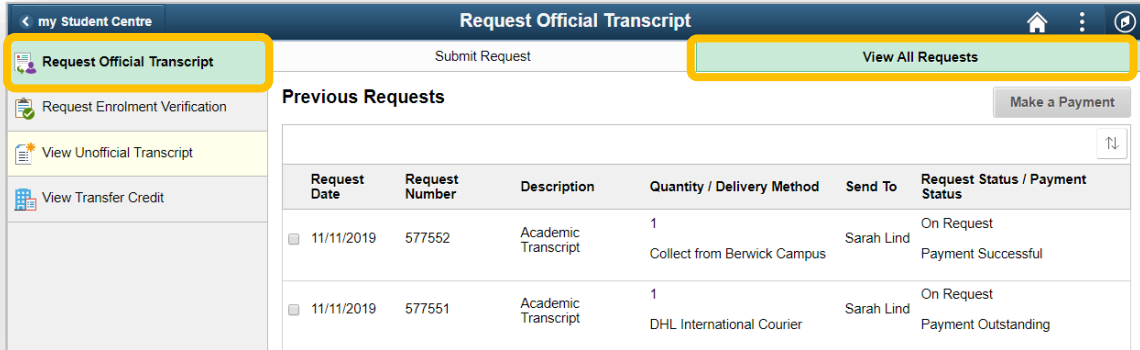
Viewing the Status of your Official Transcript Requests

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 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.