

Academic records and transcript request form

In the menu, click **File > Make a copy** to create a copy of this form to complete.
Return this application form to the below email address:

Registrar and Student Services Manager: registrar@waterloostudios.com.au
SAS: 02 8399 3380 **SFS:** 02 9698 2244

Personal Details

First name			
Surname name			
Date of birth			
Contact number			
Email address			
Postal address			
Diploma awarded			
Graduation date			
Student Name		Date	

Please attach a copy of valid personal photo identification to your email (such as driver's license or passport, student cards are not accepted.)

Payment and Processing Times

Once you submit your request form, we will verify the information provided and email you an invoice and payment instructions.

Overseas payment can be made through direct deposit or telegraphic transfer only. Domestic payment can be made through direct deposit and EFTPOS.

Your order will take two business days to process from the receipt of payment. Please allow one to three business days for delivery.

Format	Digital copy	Cost	\$50
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Privacy Information

I agree that the information I have given in this request form is true and correct. Giving false or misleading information is a serious offence under the Criminal Code of the Commonwealth Government of Australia.

The information provided by you on this form will not be used for any other purpose than to provide you with an official academic transcript or certificate of graduate status, nor will it be disclosed except with your consent or if required or authorised by law. You have the right to access and correct information about yourself held by the school. Please contact us for more information.

WATERLOO STUDIOS Sydney Actors School Sydney Film School International Screen Academy PTY LTD

www.waterloostudios.com.au www.sydneyactorsschool.edu.au www.sydneyfilmschool.edu.au

RTO ID: 40725 CRICOS Provider: 03361F ABN: 12 158 981 803

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