

Remittance Advice – Alumni seeking Academic Records

1. Instructions

Use this Remittance Advice to provide payment details to accompany your request for Academic records from the Alumni site <http://alumni.csu.edu.au/alumni-services/order-a-transcript-or-testamur>.

The fee for an official Transcript is different for institutions that existed prior to being incorporated into Charles Sturt University. Please check the current fee from the [Fees-and-Costs website](#).

NB: Your online request for a Transcript, AHEGS or replacement Testamur cannot be processed until your payment has been received and processed.

Any queries can be sent to Student Administration at transcript@csu.edu.au

2. Your Details

Please complete all details to ensure we can match your payment to your online request. We will also use these details to post your requested document(s) to you.

Student Number *(if known)*:

Given Name:

Family Name:

Date of Birth:

Telephone Number:

Email Address:

Comments:

3. Payment Details Current fees for documents: <http://www.csu.edu.au/courses/fees-and-costs/other-fees-and-charges>

I have requested: an official transcript
 AHEGS
 replacement Testamur

I have paid / enclose payment of: \$

Cheque / Money Order *(please make cheques/money orders payable to Charles Sturt University)*

Credit Card: MasterCard Visa

Card Number:

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Cardholder's Name: _____

Card Expiry date: ____ / ____

Cardholder's Signature: _____

4. Remittance Advice Submission Details

Payments by credit card – After signing the form please scan it and attach to your online request for Academic Records. (See Page 2 of the Online Request - <http://alumni.csu.edu.au/alumni-services/order-a-transcript-or-testamur>)

If paying by cheque - please print this form and post it to

Student Administration Charles Sturt University Private Bag 8 Bathurst NSW 2795 AUSTRALIA