

Application for Transcript of Academic Record

TOI-OHOMAI

Institute of Technology

T: 0800 86 46 46
E: results@toiohohmai.ac.nz
www.toiohohmai.ac.nz

1 Personal details

Family name:	<input type="text"/>	First or other names:	<input type="text"/>
Date of birth:	<input type="text"/>	Last year enrolled:	<input type="text"/>
Person code number:	<input type="text"/> (Student ID)	Telephone number:	<input type="text"/>
Email address:	<input type="text"/>		
Postal address:	<input type="text"/>		
Enrolled name (if enrolled under different name):	<input type="text"/>		
Qualification(s) undertaken:	<input type="text"/>		
Applicant's signature:	<input type="text"/>	Date:	<input type="text"/>

Academic Transcripts cost NZD \$25.00 for one transcript. If you require more than one copy then additional copies cost NZD \$5.00 each. Transcripts will not be processed if you have an outstanding debt with Toi Ohomai. Transcript application fees are non-refundable.

2 Quantity

How many transcripts do you require?

3 Delivery method

Please indicate your preferred delivery method.

I will collect from Toi Ohomai Institute of Technology, main reception at:

Mokoia Campus (Rotorua) Taupō Campus Tokoroa Campus Whakatāne Campus
Windermere Campus (Tauranga)

There is no charge for collecting your transcript(s). If you would like to collect your transcript(s), you will need to show photo identification upon collection from reception. You will be contacted when your transcript(s) is ready for collection.

OR

I would like my transcript(s) delivered, please select one delivery option from below:

Postage	NZD	Tick	OR:	Courier	Delivery time	NZD	Tick
NZ	\$3.00	<input type="checkbox"/>		NZ	1-3 days	\$7.80	<input type="checkbox"/>
Australia/Pacific	\$5.00	<input type="checkbox"/>		Australia	1-3 days	\$36.50	<input type="checkbox"/>
Rest of world	\$7.00	<input type="checkbox"/>		South Pacific	2-5 days	\$59.00	<input type="checkbox"/>
				Asia	2-5 days	\$59.00	<input type="checkbox"/>
				Nth America, UK, Europe	2-5 days	\$69.00	<input type="checkbox"/>
				Rest of world	2-5 days	\$69.00	<input type="checkbox"/>

If you would like your transcript(s) sent to you, a verified* copy of your passport or drivers licence must be included with this application form.

*What is a verified copy? A photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace, Solicitor or Registrar/Deputy Registrar of the Courts.

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4 Payment required

Transcript \$25.00
Additional copies of transcripts (\$5 each) \$ _____
Deliver fee (if not collecting) \$ _____
Total NZD \$ _____

5 Payment method

Credit Card

Please select one: Visa Mastercard

Name of card holder:

Card number:

Expiry date:

Card holder's signature:

Date:

OR: **Cheque**

OR: **Internet Banking**

Toi Ohomai Institute of Technology 03 0435 0470124 00

Particulars: *Your person code number* **Code:** *Your surname* **Reference:** *Transcript*
(Student ID number)

6 Send your application

Mail your application to: Cashier, Toi Ohomai Institute of Technology, Private Bag 3028, Rotorua 3046

Office Use Only

Payment received (signature): _____ Date: _____ Receipt No.: _____ Receipt attached: Yes / No

Enrolment debts checked (signature): _____ Debt: _____ Date: _____

Library check complete (signature): _____ Debt: _____ Date: _____

Archives (courses prior to 1998) / DMC (courses from 1998) (signature): _____

Money owed by student. Application returned to student. No further action will be taken until debt is cleared.

Student contacted for collection (signature): _____ Date: _____

Transcript mailed (signature): _____ Date: _____