

# Application for Transcript of Academic Record

**TOI-OHOMAI**

Institute of Technology

0800 86 46 46  
academicservices@toiohohmai.ac.nz  
www.toiohohmai.ac.nz

## 1. Personal Details

Family name:	First or other names:
Date of birth:	Enrolled name (if enrolled under different name):
Person code number (Student ID):	Last year enrolled:
Email address:	Telephone number:
Postal address:	
Qualification(s) undertaken:	
Applicant's signature:	Date:
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. Choose delivery method

Please indicate your preferred delivery method

### Option 1: 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. Please allow up to 5 working days to collect from our regional campuses.

### Option 2: I would like my transcript(s) delivered, please select one delivery option from below:

Postage	Costs	or	Courier	Delivery Time	Costs
<input type="radio"/> NZ	\$3		<input type="radio"/> NZ	1-3 days	\$7.80
<input type="radio"/> Australia/Pacific	\$5		<input type="radio"/> Australia	1-3 days	\$36.50
<input type="radio"/> Rest of world	\$7		<input type="radio"/> South Pacific	2-5 days	\$59.00
<input type="radio"/> Submission to World Education Services (WES)	\$15		<input type="radio"/> Asia	2-5 days	\$59.00
			<input type="radio"/> North America, UK, Europe	2-5 days	\$69.00
			<input type="radio"/> Rest of world	2-5 days	\$69.00

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.

#### 4. Payment required

Transcript	\$25
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:

CVC:

Internet Banking

Toi Ohomai Institute of Technology

03 0435 0470124 00

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

Reference: *Transcript*

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#### 6. Send your application

Scan and email your application to [academicservices@toiohomai.ac.nz](mailto:academicservices@toiohomai.ac.nz)

#### Office Use Only

Payment received (signature):	Date:	Receipt No.:	Receipt attached:
Enrolment debts checked (signature):		Debt:	Date:
Library check complete (signature):		Debt:	Date:
Archives (courses prior to 1998) / DMC (courses from 1998) (signature):			
<input type="radio"/> 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: