



## **Finding your results & enrolment documents at your Australian university**

The process for accessing academic results is different for each Australian university. Here are some general instructions for how you might find and obtain your unofficial transcript at your university:

1. You should log into your university's online administration system.
2. You should have a section about results and/or enrolments. Go to this section.
3. If there is an option to download or view an unofficial transcript, do this.
4. You may be able to "request" your unofficial transcript rather than simply downloading this. In this case, the document is usually just sent to your university email where you can then download it.
5. If there is no option to download an unofficial transcript but you can view this in your web browser, you may be able to select a "print" option. If so, you should select this and from the print window you should be able to select an option to "view PDF". If you can do this, you should save/download that PDF.
6. If there's no print option, you can take a screenshot of your results/enrolment. If you need to take a screenshot please try to include all information in the one screenshot. If necessary, zoom out on your screen to try fit everything in.
7. An unofficial transcript may be called something else at your Australian University. For example, it may be called a "statement of results", "faculty record", "academic record", "Results record" etc.
8. Sometimes your enrolled subjects will be included in the unofficial transcript, sometimes you'll need to download a separate document showing your enrolled subjects.
9. If you cannot find or download an unofficial transcript or results record at all, you should contact your student administration department or go to see someone at your university campus to ask for help. This department has a different name at each Australian university however is generally called a "Student Hub" or Student Centre" or something along these lines.  
They should be able to help you with this if you ask about obtaining an unofficial transcript or similar document.  
You can also contact us at AIM Overseas if you're not sure what to do and we'll offer as much help as we can!



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA



## Example of Enrolment Record at University of Wollongong



### Enrolment Record

Student Number: [REDACTED]

Verification - Verify Enrolment Record Details at: <http://www.uow.edu.au/student/verifyrecord>

Student No: [REDACTED] s Code: [REDACTED]  
Name: [REDACTED] Date of Birth: [REDACTED]  
Mailing Address: [REDACTED] Physical Address: [REDACTED]  
Home Phone: [REDACTED] Work Phone: [REDACTED] Mobile Phone: [REDACTED]

Course: 340 Bachelor of Arts - Bachelor of Laws Course Status: Active

Campus: Wollongong

Major 1: Psychology

Completion Date: Not Completed Graduation Date: Not Graduated

Year	Session	Subject	Variation date	Status	CP	Mk	Grd
2019	Autumn	LLB 300 Remedies & Civil P	25/01/2019	Enrolled	8		
		LLB 302 LOBO	25/01/2019	Enrolled	8		
		PSYC234 Biol Psych & Learning	25/01/2019	Enrolled	6		
		LLB 354 Human Rights Law	06/02/2019	Enrolled	8		
2018	Autumn	LLB 240 Law of Torts	17/01/2018	Complete	8	64	P
		LLB 260 Dispute Management	17/01/2018	Complete	2		S
		PSYC231 Personality	17/01/2018	Complete	6	71	C
		PSYC250 Quan. Methods	17/01/2018	Complete	6	69	C
	Spring	LLB 250 Drafting Skills	06/06/2018	Complete	2		S
		LLB 290 Legal Theory	06/06/2018	Complete	8	50	P
		PSYC236 Cognition and Perception	06/06/2018	Complete	6	56	P
		PSYC241 Developmtl & Social Psyc	06/06/2018	Complete	6	67	C
		LLB 220 Property and Trusts A	22/01/2017	Complete	8	65	C
		LLB 230 Administrative Law	22/01/2017	Complete	8	65	C
2017	Autumn	PSYC120 Psyc Think & Comm Skills	22/01/2017	Complete	6	91	HD
		PSYC121 Foundations of Psychol A	22/01/2017	Complete	6	74	C
		HAS 131 Introducing crime & Just	17/07/2017	Complete	6	85	HD
		LLB 270 Property and Trusts B	05/07/2017	Complete	8	65	C
		LLB 280 Constitutional Law	05/07/2017	Complete	8	67	C
		PSYC122 Foundations of Psychol B	30/05/2017	Complete	6	74	C
	Spring	PSYC123 Research mthds stats	30/05/2017	Complete	6	76	D
		LLB 100 Foundations of Law A	29/01/2016	Complete	8	75	D
		LLB 110 Legal Res. & Writing	29/01/2016	Complete	4	73	C
		LLB 120 Law of Contract A	29/01/2016	Complete	8	57	P
2016	Autumn	LLB 130 Crim Law & Process A	29/01/2016	Complete	8	66	C
		LLB 150 Communication Skills	29/01/2016	Complete	2		S
		LLB 140 Advocacy Skills	06/07/2016	Complete	2		S
		LLB 160 Foundations of Law B	06/07/2016	Complete	8	73	C
		LLB 170 Law of Contract B	06/07/2016	Complete	8	65	C
		LLB 180 Crim Law & Process B	06/07/2016	Complete	8	66	C
		LLB 197 Lawyers & Aust Society	06/07/2016	Complete	6	60	P

Total Credit Points Attempted: 168

Total Credit Points Passed: 168

Total Credit Points Enrolled: 30