




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!

Example of Online Statement of Results at Victoria University

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Online Statement of Results

This is not an Academic Transcript
as at [REDACTED]

[REDACTED]

		Teaching Period	Mark / Grade
2014	ABED BACHELOR OF EDUCATION		
ACL1002	STUDYING POETRY AND POETICS	1	82/HD
AEB1101	LEARNING IN A CHANGED WORLD	1	77/D
AEB1306	MATHEMATICAL KNOWLEDGE FOR TEACHING 1	1	80/HD
ASH1001	WORLD HISTORY 1	1	90/HD
AEB1210	UNDERSTANDING LEARNING	2	90/HD
AEB1250	COMMUNICATION AND SOCIAL ACTION	2	84/HD
AEB1307	MATHEMATICAL KNOWLEDGE FOR TEACHING 2	2	91/HD
ASH1002	WORLD HISTORY 2	2	93/HD
2015	ABED BACHELOR OF EDUCATION		
AAH2011	EUROPEAN HISTORY 1	1	-/L
AEB2210	MAKING THE CONDITIONS FOR LEARNING	1	73/D
AEB2302	SCIENCE ENVIRONMENT AND SUSTAINABILITY	1	90/HD
AEB2251	IMAGINATION CREATIVITY AND DESIGN	4	91/HD
AAH2012	EUROPEAN HISTORY 2	2	80/HD
AEB2110	TEACHERS KNOWING STUDENTS	2	82/HD
AEB2150	REASONING FOR PROBLEM SOLVING	2	82/HD
2016	ABED BACHELOR OF EDUCATION		
ACF1003	LIFE DRAWING	1	76/D
ACF2001	INTRODUCTION TO DIGITAL ART	1	61/C
ACF2002	AESTHETICS AND ART CRITICISM	1	88/HD
AEB3301	INQUIRY INTO ADOLESCENT TEACHING AND LEARNING	1	80/HD
JES0002	STUDY ABROAD OUTBOUND	4	**P**
ACF2006	DRAWING AND PAINTING	2	70/D
ACF3000	EXPERIMENTAL ART	2	86/HD
ACF3002	INSTALLATION ART	2	93/HD
AEB3302	CRITICAL PRACTICES FOR TEACHERS IN SECONDARY SCHOOLS	2	85/HD
AEB3303	ART PEDAGOGY AND PRACTICE FOR SECONDARY STUDENTS	2	74/D
2017	ABED BACHELOR OF EDUCATION		
AEB2250	HEALTHY ACTIVITY COMMUNITY & WELLBEING	1	**P**
AEB3308	HUMANITIES PEDAGOGY AND PRACTICE FOR SECONDARY STUDENTS	1	**P**
AEB4110	CHANGE AND SOCIAL JUSTICE	1	**P**
EEC1105	RECONCILING AUSTRALIAN HUMANITIES EDUCATION	1	**P**
AEB4210	PRACTICE IN PARTNERSHIP	2	**P**
AEB4211	JOINING THE PROFESSION	2	**P**

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