



## **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 Unofficial Transcript at University of Newcastle

[REDACTED]						
[REDACTED]						
[REDACTED]						
Term/ Program	Course Code	Course Name	Unit Value	% Mark	Grade	Units Earned
<b>Semester 1 - 2012</b>						
<b>Program: Open Foundation</b>						
	EPHUMA 154	Social Enquiry 1	10	88	HD	10
	EPHUMA 158	Aboriginal Studies 1	10	91	HD	10
<b>Semester 2 - 2012</b>						
<b>Program: Open Foundation</b>						
	EPHUMA 254	Social Enquiry 2	10	92	HD	10
	EPHUMA 258	Aboriginal Studies 2	10	73	C	10
<b>Semester 1 - 2016</b>						
<b>Program: B Social Science</b>						
	SOCA 1010	Soc & Cul: A Social Intro	10	80	D	10
<b>Semester 2 - 2018</b>						
<b>Program: B Aboriginal Prof Practice</b>						
	ABOR 1110	Intro to Aboriginal Studies	10	89	HD	10
	ABOR 1112	Torres Strait Islander Studies	10	75	D	10
	ABOR 1390	Aust Aborigines & HR	10		FF	--
	ABOR 1420	Communicating with Abor	10	87	HD	10
<b>Semester 1 - 2019</b>						
<b>Program: B Aboriginal Prof Practice</b>						
	ABOR 1001	Critical Indigenous Studies	10	95	HD	10
	ABOR 1370	Work with Abor Communities	10	86	HD	10
	ABOR 1410	Academic/Career Communication	10	81	D	10
	ABOR 2330	Traditional Aboriginal Society	10	83	D	10
<b>Semester 2 - 2019</b>						
<b>Program: B Aboriginal Prof Practice</b>						
	ABOR 2243	Indig Global Warming Environ	10		Enrolled	
	ABOR 2244	Reconcil Aust Col Past & Prese	10		Enrolled	
	ABOR 2440	Abor Health Past & Present	10		Enrolled	
	POLI 1010	Aust Politics & Government	10		Enrolled	

END OF TRANSCRIPT