



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 Results and Enrolment at Murdoch University

You can take a screenshot of this page:

Murdoch
UNIVERSITY

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List of Units

BACHELOR OF SCIENCE (B1317)

Period	Unit	Campus	Class	Status	Enrolled CP	Mark	Grade	Achieved CP
2019/S1	Fish and Wildlife Populations (BIO249)	MURDOCH	D	ENROLLED	3.000	**	**	**
2019/S1	Marine Botany (BIO254)	MURDOCH	D	ENROLLED	3.000	**	**	**
2019/S1	Sustainable Tourism (TOU221)	MURDOCH	D	ENROLLED	3.000	**	**	**
2018/S1	Environmental Biology (BIO103)	MURDOCH	D	COMPLETED	3.000	52	P	3.000
2018/S1	Introduction to Marine Biology (BIO180)	MURDOCH	D	COMPLETED	3.000	50	P	3.000
2018/S1	Building Blocks for Science Students (BSC100)	MURDOCH	D	COMPLETED	3.000	56	P	3.000
2018/S1	What is Science? (BSC150)	MURDOCH	D	DISCONTIN	3.000	-	W0	0.000
2018/S1	Fundamentals of Chemistry (CHE140)	MURDOCH	D	COMPLETED	3.000	64	C	3.000
2018/S1	Statistical Data Analysis (MAS183)	MURDOCH	D	DISCONTIN	3.000	-	W0	0.000
2018/S2	Cell Biology (BIO152)	MURDOCH	D	COMPLETED	3.000	59	P	3.000
2018/S2	What is Science? (BSC150)	MURDOCH	D	COMPLETED	3.000	68	C	3.000
2018/S2	Statistical Data Analysis (MAS183)	MURDOCH	D	COMPLETED	3.000	54	P	3.000
2018/S2	Travel and Tourism in Society (TOU102)	MURDOCH	D	COMPLETED	3.000	58	P	3.000