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 Notice and Enrolment at WSU

Results Notice (You will need to obtain a results notice document for each semester):

Western Sydney University
RESULTS NOTICE

Notification of Results
This is not an official Academic Transcript

Student ID: ▮▮▮▮▮
Name:

Course: 1865 - Bachelor of Psychology (Honours)

Unit Code	Unit Name	Period	Mark	Grade	Achieved CP
100013	Experimental Design and Analysis	2019/AUT	86	H	10
101680	Perception	2019/AUT	86	H	10
101684	Brain and Behaviour	2019/AUT	86	H	10
102699	Youth Justice and Practice	2019/AUT	92	H	10

Course Summary Information

Credit Points passed this year	40
Credit Points Granted as Academic Credit to date	0
Total Credit Points achieved for course including academic credit	120
Total Credit Points required for course completion	320
Course GPA	6.833

Key To Results

H	- High Distinction (85-100%)	PF	- Practicum Failure
D	- Distinction (75-84%)	CF	- Compulsory Failure
C	- Credit (64-74%)	E	- Fail - Discontinued
P	- Pass (50-64%)	FNS	- Fail Non Submission
S	- Satisfactory (85-100%)	R	- Re-assessable Failure
Z	- Aegrotat Pass	W	- Withdrawn (W/O penalty)
F	- Fail (0-49%)	U	- Unsatisfactory
I	- Incomplete	J	- Deferred Exam
Y	- Continuing	N	- Result Pending

https://mysr.uws.edu.au/connect/webconnect   1/1

Enrolment Statement:

WESTERN SYDNEY
UNIVERSITY

PROOF OF ENROLMENT STATEMENT

This page summarises your Enrolment for the current academic year as at ▮▮▮▮▮

Student ID: ▮▮▮▮ mic Year: 2019
Date of Birth:
Gender:

Course Code: 1865 - Bachelor of Psychology (Honours)
Attendance Mode: IN - ON CAMPUS
Course Commencement: ▮▮▮▮

Unit Details

Unit Cd	Title	Location	Class	Session	Credit Points	EFTSL	Unit Status	Start Date	End Date
100013	Experimental Design and Analysis	PAR	DAY	AUTUMN	10	0.125	COMPLETED	04/03/19	30/06/19
101680	Perception	PAR	DAY	AUTUMN	10	0.125	COMPLETED	04/03/19	30/06/19
101684	Brain and Behaviour	PAR	DAY	AUTUMN	10	0.125	COMPLETED	04/03/19	30/06/19
102699	Youth Justice and Practice	LIVERPOOL	DAY	AUTUMN	10	0.125	COMPLETED	04/03/19	30/06/19
100015	History and Philosophy of Psychology	PAR	DAY	SPRING	10	0.125	ENROLLED	22/07/19	17/11/19
101676	Human Learning	PAR	DAY	SPRING	10	0.125	ENROLLED	22/07/19	17/11/19
101678	Motivation and Emotion	PAR	DAY	SPRING	10	0.125	ENROLLED	22/07/19	17/11/19
101683	Social Psychology	PAR	DAY	SPRING	10	0.125	ENROLLED	22/07/19	17/11/19