

Academic Record and Completion Letter

Mail application to:

Student Progression, Student Administration,

Massey University, Private Bag 11 222, Palmerston North 4442.

Email application to: records@massey.ac.nz

Phone: 0800 MASSEY or (+64) 6 350 5701

Student ID:

Date of birth: _____

Family name: _____

Given and middle name(s): _____

Delivery options:

Send to Campus Information Services for me to collect: Auckland Manawatū Wellington

NOTE: You will need to show photo ID upon collection, or – if you are collecting on behalf of a student – you will need an Agent Authorisation Form.

Tick One: Post (no charge): or Courier (courier fee is \$32.80):

Postal address (plus postcode): _____

NOTE: Please advise if cover letter should be addressed to another person

Phone: Daytime: _____

Mobile: _____

E-mail: _____

Last year enrolled: _____

Qualification undertaken: _____

Academic Record:

Number of Academic Records required: _____

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| (i) Do you wish your Academic Record(s) to be held until it shows that you are eligible to graduate? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ii) Do you wish your Academic Record(s) to be held until your exam results have been released? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iii) Do you intend to graduate with this qualification? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Please note the record(s) will NOT be released if you have a debt with Massey University. Historical records from other universities will not show on the Academic Record. If you have a DNC grade showing, your record will be sent unless you advise the grade is pending.

If you are waiting for a Cross Credit, Reconsideration of Grade or Scholarship Notification, then please DO NOT APPLY for an Academic Record Application until you have received notification.

Completion Letter:

A Completion Letter has to be requested per qualification you have completed from Massey University. A Completion Letter is NOT provided for incomplete qualifications or for individual courses. Joint qualifications count as one qualification.

Qualification 1: _____ Number required: _____

Qualification 2: _____ Number required: _____

Qualification 3: _____ Number required: _____

Payment details:

Credit card payment: You can pay by credit card online at smsportal.massey.ac.nz (login required). The University accepts Visa and Mastercard.

Internet banking / telegraphic transfer: Please retain proof of payment. Massey's bank account details are:

Bank name: BNZ

Account Name: Massey University

Account Number: 02-0630-0016592-000

Swift (Routing) Number: BKNZNZ22 (required for international payments only)

Particulars and reference: Name and Student ID

Bank physical address: 84 The Square, Palmerston North 4410, NEW ZEALAND

Costs:

Academic Record	\$18.80	Courier	\$32.20
Completion Letter	\$18.80	Extra Copy	\$6.20

For office use only: Cashier please credit fees to account GL 193010409, and forward receipted form to: Student Progression, Student Administration PN 610