

University / Program	How to Reorder a Transcript
American College of Thessaloniki	Students should contact the registrar's office at ACT. Theodora Zafeiriou is in charge of transcripts and she can be reached at theoza@act.edu .
AUT University	Students requiring additional transcripts should please contact Kenneth Holt, Study Abroad & Exchange Coordinator. He will advise on procedure and expense. Kenneth can be reached by e-mail: kenneth.holt@aut.ac.nz .
CESP-University of Economics	Students will need to contact the CESP program at cesp@vse.cz . There is a 10 euro charge per transcript, and this can be paid via credit card via CESP's online form at http://cesp.vse.cz/admission/tuition/pay-on-line/ .
Dublin Institute of Technology	Students requiring transcripts for this program should first contact their GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globalinksabroad.org . The coordinator can advise and assist with the transcript order.
Freie Universitat Berlin-FUBEST Semester Program	Students should contact studyabroad@globalinksabroad.org . Upon request we will then e-mail you a transcript request form that must be completed and return directly to FU-BEST via e-mail. There is a 25 euro fee per each additional transcript.
Griffith University	Students requiring additional transcripts should contact Griffith University. Please contact Griffith University Study Abroad Office. They will advise on the procedure and expense & can be reached by email: studyabroad@griffith.edu.au
Hong Kong Polytechnic University	Student needs to go online: http://www.polyu.edu.hk/~as/graduates/applictransstud_f.html
Institute of Technology-Carlow	Students requiring transcripts for this program should first contact ther GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globalinksabroad.org . The coordinator can advise and assist with the transcript order.
Internship Program	<p>Students requiring an extra transcript from their participation in an internship they did for credit through Chapman University will need to place an order through Student Clearing House. Visit</p> <p>http://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp</p> <p>This site will provide you the information and the online form you need in order to purchase a transcript. You will need to select Chapman University as the school and you will be required to enter your student ID number as listed on the copy of the transcript you received at the completion of the program. The cost of each transcript is \$7.75 (subject to change). Standard mail is free and there are additional charges for rush service.</p>

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<p align="center">James Cook University</p>	<p>Student requiring additional transcripts should complete the form found at the below link and return it directly to James Cook University.</p> <p align="center">To download the order form, visit http://www.jcu.edu.au/student/idc/groups/public/documents/form_download/jcudev_007467.pdf To complete the order form, you must have your university issued student ID number. (Please note, when providing your date of birth, list it as dd/mm/yy.)</p> <p align="center">If further assistance is needed please email academicrecords@jcu.edu.au.</p>
<p align="center">Kingston University</p>	<p align="center">Transcript reorder process for Kingston University: GlobalLinks requests transcripts on behalf of student directly from Kingston by e-mailing Amanda Lunberg (a.lunberg@kingston.ac.uk) with student's name, year of attendance, the address you them posted to, and the number of transcripts requested. Currently, there is no additional fee for this service.</p>
<p align="center">Korea University</p>	<p align="center">STUDENTS HAVE TO COMPLETE A WIRE TRANSFER AND SEND IT TO THE INFO BANK BELOW: Issue fee: 1,000 KRW per a copy Shipping fee: 3,000 KRW (domestic-Korea) / 30,000 KRW (abroad)</p> <p align="center">Hana Bank - Godae Branch (Swift Code: HNBKRSSE) Anam-Dong, Seongbuk-Gu, Seoul, Korea 136-075 Account Number: 391-810002-08504 Account Holder: Office of International Affairs, Korea University</p> <p align="center">NOTICE:</p> <ol style="list-style-type: none"> 1. Payment should be equivalent to the total issue and shipping fee, not including transaction fee, in the applicant's KU ID no. ONLY. 2. After the payment is cleared, the request would be proceeded. 3. The domestic delivery will be made within 2 working days and abroad delivery within 5 working days by Express Mail Service. 4. For students who have completed the whole semester(s) at KU, the very first copy of the transcript will be sent to home institutions for exchanges and to residences for visitings in January and July with free of charge. <p align="center">From there, student can submit info: http://oia.korea.ac.kr/listener.do?layout=voc_3_1 Once you have submitted payment, please send the transaction information including the date, sender's name, and amount etc to studyabroad@korea.ac.kr. As soon as the payment is cleared in our system, the transcript will be automatically sent out to the address requested.</p>

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<p>La Trobe University</p>	<p>Students requiring additional transcripts should contact La Trobe University. Visit http://www.latrobe.edu.au/students/exams/results/transcripts. This site will provide you information and instruction on how to place an order with the university. To download a transcript order form, visit: http://www.latrobe.edu.au/students/exams/documents/AT_2013.pdf. To complete the order form, you must have your university issued student ID number. (Please note, 'Daily Service' is not available for overseas requests.) One transcript will cost \$20 AUD. Each additional transcript requested costs \$4 AUD. Visa and MasterCard are the accepted forms of payment. To provide payment details, please complete the Application for Academic Transcript form. Once you have completed your request please return it directly to the Student Administration Office of the university, contact details are on the Application form.</p>
<p>Lancaster University</p>	<p>Thank you for contacting us to request duplicate transcripts.</p> <p>Transcripts are charged at £5 each, you can also request for them to be sent by priority post at an extra cost of £4 per address.</p> <p>Please use this link to order and pay for your transcripts. http://online-payments.lancaster-university.co.uk/browse/product.asp?catid=294&modid=1&compid=1 Please ensure that you manually enter the amount you need to pay and then click 'Add to Basket'.</p> <p>If you require us to send transcripts to more than 5 addresses, please email studyabroad@lancaster.ac.uk with the additional addresses and indicate if any require priority post.</p>
<p>Lincoln University</p>	<p>Students can order extra transcripts by emailing records@lincoln.ac.nz. They are \$20 per copy.</p>

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<p style="text-align: center;">Macquarie University</p>	<p style="text-align: center;">Students requiring additional transcripts should contact Macquarie University.</p> <p style="text-align: center;">Visit http://www.student.mq.edu.au/ses/academictranscript.htm. This site will provide you general information and instruction on how to place an order with the university. To complete the order form, you must have your university issued student ID number. (Please note, when providing your date of birth, list it as dd/mm/yy.) The cost per transcript is: \$16 AUD for normal processing, \$26 AUD for urgent processing, and \$1 AUD per copy thereafter, if ordered in the same request. Visa, MasterCard, and American Express are accepted. To submit your request to the university, you may fax it or post it.</p> <p style="text-align: center;">Fax 011 61 2 9850 6597</p> <p style="text-align: center;">Post Student Enquiry Service Re: Request for Academic Transcript Lincoln Building C8A Macquarie University 2109 AUSTRALIA</p>
<p style="text-align: center;">Mahidol University</p>	<p style="text-align: center;">Please advise student who would like to request an additional transcript to wire transfer money to MUIC account. The details are as follows:</p> <ul style="list-style-type: none"> • FedEx: 1,500 Thai Baht / per address (including transcripts/ transfer fee) It will take around 3 – 4 working days to receive the transcript • Normal Mail: 900 Thai Baht (including transcript request 500 Thai Baht + Bank Transfer fee 300 + Express Mail service 100 Thai Baht) <p style="text-align: center;">Please choose one service that student would like to use and wire transfer money to MUIC account as below:</p> <p style="text-align: center;">Mahidol University International College Address: 999 Buddhamonthon 4 Rd., Salaya, Nakhonpathom 73170 Thailand Branch : Mahidol University Bank : Siam Commercial Bank Type: Saving Account Number : 333-2-08153-4 SWIFT CODE : SICOTHBK</p>

University / Program**How to Reorder a Transcript****Massey University**

To place an order directly with Massey University, please first contact the GlobalLinks Learning Abroad office at studyabroad@globalinksabroad.org to request the 'Application Form for Academic Records.' By request, the form can be forwarded to you by mail, fax, or post. (The form can also be found on the Massey University website .) To complete the form, you should have your university issued student ID number. If your ID is not known, you may provide your date of birth. When listing your date of birth, please write it as dd/mm/yyyy. The field 'Qualification(s) undertaken' should always read " COP* Study Abroad or COP* Student Exchange." One academic record costs \$16.50NZD, each copy thereafter placed within the same order is \$5.50NZD. Overseas courier postage is \$28.50NZD. If you require a faxed copy, you will be charged \$5NZD. The primary and most efficient means of payment is by credit card. Visa, MasterCard, and AmericanExpress are accepted. Once completed, you may submit it to the Academic Services unit at Massey by fax, e-mail (scan & attach the form), or by post:

*Certificate of Proficiency

Fax
011 64 6350 2263

E-mail
records@massey.ac.nz

Post
Academic Services – Student Administration
Massey University
Private Bag 11-222
Manawatu Box Lobby
Palmerston North 4442
NEW ZEALAND

Minzu University

Students requiring transcripts for this program should first contact their GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globalinksabroad.org. The coordinator can advise and assist with the transcript order.

University / Program	How to Reorder a Transcript
<p>Monash University</p>	<p>Students requiring additional transcripts should contact Moash University.</p> <p>Visit http://www.adm.monash.edu.au/service-centre/academic-transcripts.html. This site will provide you general information and instruction for placing an order with the university. The order form can be downloaded from the web by accessing: http://www.adm.monash.edu.au/service-centre/letters/application.pdf. To complete the form, you must have your university issued ID number. (Please note, in the field marked 'Course' list "GlobalLinks Learning Abroad Study Abroad Non-Award." You may leave the 'Course code' field blank.) The fee is \$10 AUD per transcript. Payment can be made using MasterCard or Visa. Please provide the card number and expiry. (For your security, credit card payments can only be made via fax.) To submit your request to the university, fax it to the Student Services Centres: 011 61 3 9903 1247. Email enquiries can be submitted to judith.cowie@monash.edu.</p>
<p>Murdoch University</p>	<p>Murdoch University has an Online Academic Transcript request service. This service allows you to order your Academic Transcript, and/or your Confirmation of Completion of Studies online, as well as certified copies of each if required. Further information can be found in MyAnswers. Payments are processed by ANZ's online payment service, therefore a credit card is required. If you would prefer not to pay online a downloadable mail order form is available. Before you can proceed you will need to verify your identity.</p>
<p>Musashi University</p>	<p>Students requiring transcripts for this program should first contact their GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globalinksabroad.org. The coordinator can advise and assist with the transcript order.</p>
<p>Nebrjia University</p>	<p>Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 35€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.</p>
<p>Pablo de Olavide University</p>	<p>Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 2€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.</p>
<p>Queen Mary University of London</p>	<p>GlobalLinks requests transcripts on behalf of student directly from Queen Mary by e-mailing Harry Gibney (h.gibney@qmul.ac.uk) with student's name, year of attendance, the address you them posted to, and the number of transcripts requested. Currently, there is no additional fee for this service.</p>

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Queensland University of Technology	<p>Students requiring additional transcripts should contact Queensland University of Technology.</p> <p>Please contact Natalie Pye, Study Abroad Exchange Admissions Officer. She will advise on procedure and expense. Natalie can be reached by e-mail: n.pye@qut.edu.au.</p>
Ritsumeikan Asia Pacific University	<p>Direct students to APU website: http://www.apu.ac.jp/home/alumni/index.php?content_id=4. Student takes care of transcript reorder on their own</p>
Sichuan University	<p>Students requiring transcripts for this program should first contact their GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globalinksabroad.org. The coordinator can advise and assist with the transcript order.</p>
Swansea University	<p>Students requiring transcripts for this program should first contact their GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globalinksabroad.org. The coordinator can advise and assist with the transcript order.</p>
Trinity College Dublin	<p>GlobalLinks requests transcripts on behalf of student directly from Trinity by e-mailing Amanda Kelly (greelea@tcd.ie) with student's name, year of attendance, the address student them posted to, and the number of transcripts requested. Currently, there is no additional fee for this service. **NOTE FROM AMANDA-we would always encourage students to give plenty of notice for an archived transcript request as it can take a number of days to retrieve them from the storage files.</p>
Universidad de Complutense	<p>Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 35€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.</p>
Universita Catolica de Sacro Cuore - Milan	<p>Transcripts can be reordered through the UCSC website at http://www.ucscinternational.it/study-programs-ucsc/transcript-of-records-tor</p>

University / Program	How to Reorder a Transcript
Universitat Autònoma de Barcelona	Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 35€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.
University of Adelaide	<p>Students requiring additional transcripts should contact University of Adelaide.</p> <p>Visit http://www.adelaide.edu.au/student/current/student_services/transcript.html and http://www.adelaide.edu.au/faq/view.pl?qid=171. These sites will provide you general information and instruction on how to place an order with the university. To download the order form, visit http://www.adelaide.edu.au/faq/dl.pl?qid=171. To complete the order form, you will need your university issued student ID number. (Please note, when providing your date of birth, list it as dd/mm/yy.) In the box 'Transcript Format,' please note "N/A Study Abroad/GlobaLinks Learning Abroad." The cost per transcript is: \$10 AUD for one transcript and \$20 AUD for four transcripts. Additional copies ordered at the same time (if ordering four transcripts) are \$2 AUD each. Overseas airmail postage per envelope to the addresses provided is \$2.00 AUD. Overseas courier service is available at a rate of \$25 AUD per envelope. Visa, MasterCard, and American Express are accepted. To submit your request to the university, you may fax it or post it.</p> <p style="text-align: center;">Fax 011 61 8 8303 6445</p> <p style="text-align: center;">Post Student Finance University of Adelaide Adelaide, SA 5005 AUSTRALIA</p>
University of Auckland	Students can visit http://www.studentservices.auckland.ac.nz/uoasso-request-official-transcript to reorder transcripts.
University of Barcelona	Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 35€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.
University of Canberra	Students requiring additional transcripts should contact the University of Canberra. Student should visit following link for details: http://www.canberra.edu.au/student-services/graduation/replacement-certificate-or-transcript/academic_transcript
University of Canterbury	Students can now order transcripts online at https://transcript.canterbury.ac.nz/ Cost is NZ\$35 plus postage and additional copies within the same order are \$15 .
University of Kent	Student completes process on their own. Direct student to http://www.kent.ac.uk/student-records/graduates/transcripts.html . 10 euro per copy.

University / Program	How to Reorder a Transcript
<p>University of Limerick</p>	<p>GlobaLinks requests transcripts on behalf of student directly from Limerick by e-mailing Laura Moloney (study.abroad@ul.ie) with student's name, year of attendance, the address student wants them posted to, and the number of transcripts requested. Currently, there is no additional fee for this service.</p>
<p>University of Manchester</p>	<p>Students can order transcripts directly from the University of Manchester by accessing: http://estore.manchester.ac.uk/browse/extra_info.asp?compid=1&modid=1&deptid=10&catid=184&prodid=212&searchresults=1 If they have any problems with this process, they should contact liam.kerr@manchester.ac.uk remembering to include their Manchester ID number.</p>
<p>University of Melbourne</p>	<p>Students requiring additional transcripts should contact the University of Melbourne. http://ask.unimelb.edu.au/app/answers/detail/a_id/5745</p>
<p>University of New South Wales</p>	<p>Students requiring additional transcripts should contact the University of New South Wales. Please contact the Transcript Office by e-mail at transcripts@unsw.edu.au. Students may also visit the Transcript Website at https://my.unsw.edu.au/student/atoz/AcademicTranscript.html#Academictranscriptrequests</p>

University / Program**How to Reorder a Transcript****University of Newcastle**

Students requiring additional transcripts should contact the University of Newcastle.

The transcript request form can be downloaded from the web by accessing: <http://www.newcastle.edu.au/Resources/Divisions/Services/Student%20and%20Academic%20Services/Student%20Administration/Forms/RequestAcademicRecord.pdf> . To complete the form, you must have your university issued student ID number. (Please note, in the 'Program' field, list "Study Abroad - GlobalLinks Learning Abroad." Additionally, when providing your date of birth, list it as follows: dd/mm/yyyy.) The cost per transcript is \$10AUD. Mailing charges are incurred as follows: Surface mail within Australia is free, surface mail overseas is free, express post within Australia is \$5 AUD, and international express post is \$15AUD. Payment can be made using MasterCard or Visa. To submit your request to the university, you may fax it or post it:

Fax
011 61 2 49217166

Post
Graduation, Level 1
Student Services Centre
University of Newcastle
Callaghan, NSW 2308
AUSTRALIA

Email: transcripts@newcastle.edu.au

General inquiries can be made by phone and email. These details are 011 61 2 4921 5000 and transcripts@newcastle.edu.au.

University of Otago

Students requiring additional transcripts should visit <https://secure-www.otago.ac.nz/study/transcripts/>. Transcripts may be requested via the University of Otago for \$20 through their online portal.

University of Queensland

Students requiring additional transcripts should contact the University of Queensland.

Visit <http://www.uq.edu.au/myadvisor/index.html?page=26216>. This site will provide you general information and instruction for placing an order with the university. The transcript request can be placed directly online: <https://www.uq.edu.au/secure/sc/etrs/>. Applications take a minimum of 3 working days to process. At times of peak demand, delays may be expected. Payment can be made online via UQPay with a MasterCard or Visa. Money Orders will also be accepted. Money orders should be made payable to 'The University of Queensland - Academic Records'. The mailing address will be specified on the form. Money orders must be in Australian dollars. Not all US banks issue foreign currency money orders. Please check with your bank to find out if it is one that will issue foreign currency money orders.

University / Program	How to Reorder a Transcript
University of Salamanca	Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 35€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.
University of Sevilla	Staff should direct students to Arturo Jarque (Arturo@ActiveLearningAbroad.org) and Arturo will take it from there. Fee: 35€. If the students need to receive the extra transcript via courier ALA will have to add the costs of it, which is around 65€. If it is regular snail-mail ALA will assume the costs.
University of Stirling	If students want additional transcripts after receipt of these two they must request them (themselves) from: http://www.aro.stir.ac.uk/academic/transcripts/academic-transcript.php The contact should be the Study Abroad Manager (study-abroad@stir.ac.uk). Any request should note the students' Stirling IDs.
University of Strathclyde	Students requiring transcripts for this program should first contact their GlobalLinks Learning Abroad Coordinator at 1-800-980-0033 or studyabroad@globallinksabroad.org . The coordinator can advise and assist with the transcript order.
University of Sydney	Students requiring additional transcripts should complete the Request for additional Official Academic Transcript at the below link: This is the best link to give to students who want to order additional extra copies of their University of Sydney transcripts (beyond the 2 we send to GlobalLinks for free): http://sydney.edu.au/current_students/student_administration/academic_transcripts/index.shtml . That web link has the form to fill out as well as information about the process including costs, processing times, where to send the completed forms, etc.
University of Waikato	Students requiring additional transcripts should complete the Request for Academic Record at the below link and return it directly to Waikato. http://www.waikato.ac.nz/sas/files/pdf/request_transcript.pdf
University of Western Australia	Students requiring additional transcripts should visit http://www.studentadmin.uwa.edu.au/welcome/record
University of Wollongong	Students requiring additional transcripts should visit http://www.uow.edu.au/student/forms/UOW008121.html . Or visit: http://www.uow.edu.au/content/groups/public/@web/@studentcentral/documents/doc/uow008329.pdf

University / Program**How to Reorder a Transcript****University of Tasmania**

Students requiring additional transcripts should complete the Application for Academic Transcript at the below link and return it directly to UTAS.

http://www.studentcentre.utas.edu.au/examinations_and_results/forms_files/