



THE UNIVERSITY OF THE
SOUTH PACIFIC

• REQUEST FOR ACADEMIC TRANSCRIPT

This form is also available on the USP website: www.usp.ac.fj/forms

STUDENT ADMINISTRATIVE SERVICES FORM

An Academic Transcript is an official record of the study you have done at the University of the South Pacific. Transcripts are printed on University of the South Pacific stationery and includes:

- i. All recorded grades and marks, including any fail grades or units
- ii. Units of study and codes, e.g. UU100, by semester and year
- iii. Major area(s) and or minor of study.
- iv. Course completion or conferral (graduation) details for all degrees and/or diplomas completed

SECTION A: PERSONAL DETAILS

USP ID Number: _____

Title: _____

Full Name: _____

Date of Birth: _____

DD

MM

YYYY

Telephone: _____

Email: _____

Programme of Study you had completed courses in at USP: _____

Have you completed this programme? Yes No If yes, in which year: _____

SECTION B: REQUEST DETAILS

There is a fee per copy for an official academic transcript which must be paid first before this application is processed. It takes 7 working days to process this request from date of payment.

Number of copies required: _____ Receipt Number: _____ Date of Payment: _____

Options on payment:

1. USP Cashier at your nearest campus (Cash payments only), *or*
2. Online (Credit Card) Payments can be made through the following link: www.usp.ac.fj/onlinepayment. You are also required to pay and additional \$2 for the bank transaction fee. *or*
3. Deposit through USP's Bank Accounts details of which are out-lined below. You are also required to pay an additional \$10 for the bank transaction fee.

Bank: **WESTPAC BANKING CORPORATION**
Name of Account: The University of the South Pacific
– Main Account
Account Number: 9801283301
Branch: Suva Branch
Address: 1 Thomson Street, Suva, Fiji
Branch/Swift Code: WPACFJFX
BSP or IDN Number: 039001

Bank: **AUSTRALIA & NEW ZEALAND BANKING GROUP LTD**
Name of Account: The University of the South Pacific
Account Number: 1321070
Branch: ANZ House
Address: 25 Victoria Parade, Suva, Fiji
Swift Code: ANZBFJFX

Applicants opting to pay through USP's bank accounts (2.) or Online (3.) or MUST NOTE THE FOLLOWING:

- i. Please provide the following narration when doing these payments i.e.: (STUDENT ID NUMBER) and "Academic Transcript Request". This is to facilitate the relevant identification and quick process of payment.
- ii. Please allow ten (10) working days for process of (online/bank) payments.

SECTION C: COLLECTION DETAILS

- Personal Collection.** Please state the USP Campus: _____
Please note, if academic transcript is collected by someone other than the applicant, they must have a letter of authority from the applicant and identification. Please ensure that the authorised individual produces either a valid Driver's Licence or FNPF Card or Passport. The letter must state the applicants student identification number and receipt number.

Post to : _____

Applicant's Signature: _____ Date: _____

DD

MM

YYYY

Completed Requests for Academic Transcript forms should be sent to:

For Laucala Campus

ACADEMIC TRANSCRIPT
Student Administrative Services
Laucala Campus
The University of the South Pacific
Suva, Fiji

For Emalus Campus

ACADEMIC TRANSCRIPT
Student Administrative Services
Emalus Campus
The University of the South Pacific
Port Vila, Vanuatu

For Alafua Campus

ACADEMIC TRANSCRIPT
Student Administrative Services
Alafua Campus
The University of the South Pacific
Apia, Samoa

For other Campuses:

ACADEMIC TRANSCRIPT
The nearest USP Campus
or
Email your application request to
helpdesk@student.usp.ac.fj