

Third Party Authority Form

Email, post or fax correspondence to:

Tel: 61 2 9850 6410

Email: transcripts@mq.edu.au

Student Connect

18 Wally's Walk

MUSE Level 2 C7A

Macquarie University 2109

THIS FORM TO BE COMPLETED BY THE STUDENT WHO'S NAME IS ON THE ACADEMIC TRANSCRIPT

Instructions

Due to the Privacy Act, if you wish for a third party (eg. family member, partner, friend) to collect an official academic transcript on your behalf you must provide them with this Third Party Authority form. This form will need to be received by Student Connect - you can email it along with your *Academic Transcript Request* form or have your third party bring it in with them. For example, in the case of *Urgent Request For Academic Transcript* the third party can bring the following three items in person; for a standard *Request For Academic Transcript* the three items can be either emailed to transcripts@mq.edu.au, posted, faxed, or brought in by the third party.

Student needs to provide each of the below items:

- ☐ transcript request form
- ☐ specimen of the students photo ID signature
- ☐ third party authority form

Details

I _____ authorise _____
(your name) (third party name)

as the third party to collect official academic transcript(s) on my behalf.

My third party will be providing evidence of their identity in the form of _____
(passport, driver's licence, MQ Student ID Card)

I wish my third party to : Collect ☐ Collect and Purchase ☐

Signature: _____ Date: _____ No of Copies ☐

Notes:

- You must submit a specimen of your signature as it appears on a legitimate form of personal identification (eg. driver's licence, passport, etc) to enable the University to fulfil its obligations under the [Privacy and Personal Information Protection Act \(NSW\) 1998](#). Your request WILL NOT be processed until you provide this.
- All debts must be paid before transcripts will be released

Office use only

Name: _____ Student ID: _____