

ORDER: Academic Transcript and/or Official Letters

Return this form to records@lincoln.ac.nz			
Name		FOR OFFICE USE ONLY 25	
	<i>First Name</i> <i>Family Name</i>		
Student ID		Collected/posted date	
Date of Birth	<i>(please use dd/mm/yyyy):</i> / /	Signature	
Personal Email (not lincolnnuni)		ID sighted	
Phone			
TRANSCRIPT	<input type="checkbox"/> Hardcopy \$35.00 <input type="checkbox"/> Digital copy (My eEquals) \$30.00 <i>(see back page for My eEquals info)</i>		
OFFICIAL LETTERS You cannot order both the <i>eligible</i> and <i>conferred</i> letters at once <i>Please read the back page first to find out which letter is right for you, and for information on My eEquals</i>	I need a letter to say that I am ELIGIBLE TO GRADUATE (I don't have my certificate/parchment yet) Qualification _____ <input type="checkbox"/> Hardcopy \$35 <input type="checkbox"/> Digital copy (My eEquals) \$30 <i>(see back page for My eEquals info)</i>		
	I need a letter to say that I HAVE ALREADY GRADUATED (I have already got my certificate/parchment) Qualification _____ <input type="checkbox"/> Hardcopy \$35 <input type="checkbox"/> Digital copy (My eEquals) \$30 <i>(see back page for My eEquals info)</i>		
	I need a letter with my ENROLMENT STATUS (confirming current enrolment in a specified qualification) <input type="checkbox"/> \$35.00 Hardcopy (only)		
TOTAL TO PAY	\$	<i>Payment must be in \$ NZD only</i>	Receipt:
DELIVERY	Digital copy: notification emails will be sent to the email address provided on this form when your document is available in the My eEquals portal. <i>Please use your personal email</i> and not your campus/lincoln student email. Hardcopy: <input type="checkbox"/> to be collected <input type="checkbox"/> to be posted to delivery address below: _____ _____ _____ Option: you may make a payment for courier delivery if preferred – cost will be provided on request.		
STOP! <u>Let us check your order is correct BEFORE YOU PAY as refunds are very difficult</u>			
Internet Banking Account number: 123147- 0016000 - 00 Please quote your student number as a reference and add your name in the reference field. Note: If overseas, please note the swift code number: ASB BNZ 2A			
In person payment – <u>cash payment is not possible</u>, must be by EFTPOS or CREDIT card only You can make payment at the Cashier desk in Student Administration on the Lincoln campus.			



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About the Documents, Processing times, and My eEquals

You can order an Academic Transcript or one of three types of Official Letters using this form. These documents can be ordered as hard copy or in digital format issued via the My eEquals platform.

Academic Transcript

The **Academic transcript** is an official record of your courses taken and your results achieved at Lincoln University. Academic transcripts and official letters are often required by employment agencies, funding bodies and prospective employers. **Note: free digital copies of the academic transcript are issued at graduation. There is a fee payable for requests at any other time.**

Official Letters

We have three types of official letters you can order depending on your student status.

1. **BEFORE you graduate you can order an Eligible to Graduate letter to prove your completion.**
This letter states your name, student ID, date of birth, the qualification that you are eligible to graduate with, and the next Graduation Ceremony date. It does not contain any details of courses or grades.
This letter is used for obtaining travel visas for graduation, or post study work visas, or to provide to prospective employers as proof of completion in advance of graduating.
2. **AFTER you graduate you can order a Degree Conferred letter.**
This letter states your name, student ID, date of birth, date of graduation, dates of study at Lincoln University, the qualification(s); and, where applicable, any majors/specialisations or class of Honours/Distinction that you have graduated with. It does not contain any details of courses or grades.
3. **Current Enrolment Status letter.** These letters specify your name, student ID, date of birth, qualification and dates of study at Lincoln University. *(This letter is not issued to My eEquals).*

Order process, cost and delivery

Complete this form and return to records@lincoln.ac.nz

Place your order in plenty of time to avoid disappointment. Pre-ordering prior to results being released is advised. **Please allow 5 working days for processing once the order has been received and payment receipted, or up to 15 days during peak periods.** Non-standard letters may take longer. The cost of each documents is noted on the order form.

Hard copy documents can be **collected** from the Student Administration office, or **posted through standard delivery, free of charge**. You must bring proof of ID to collect. If you ask another person to collect for you please provide them with a letter authorising the collection or make arrangements with staff in the records office. **You can order a tracked courier delivery** (non signature) if preferred. Staff will confirm cost on an individual basis.

My eEquals: the University will upload your documents into the secure My eEquals platform and then **you can share them with anyone you choose and as many times as you like**. The documents are **digitally certified**, which replaces the need for any other authentication. You can read more about the My eEquals portal at: <https://www.myequals.ac.nz/>

