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| **Academic Rep Checklist** |
|   | **Answer** |
| **How will you engage with the students in your division?**  |   |
| **How will you communicate progress on this to your Faculty Officer?**  |   |
| **Who in the Students’ Union can you contact if you need any support?** |   |
| **Who in the University will you be working closely with?** |  |
| **How do you plan to obtain transcript recognition?** |   |

Name:

Division: