UNIVERSITY OF CALGARY

Request for Transcript of Academic Record

Office of the Registrar
2500 University Dr NW
Calgary, Alberta T2N 1N4
Phone: (403) 220-6657
Fax: (403) 289-1253
E-mail: traninfo@ucalgary.ca
Website: www.ucalgary.ca/registrar

This form is for the use of students requesting transcripts to be sent by mail or courier to a designated institution, agency or to the student. Transcripts may also be obtained by immediate pick-up at the Office of the Registrar front access desk. For transcripts cost information contact the Office of the Registrar or see http://www.ucalgary.ca/registrar.

PLEASE PRINT CLEARLY

Student's surname (Family name) given names	Student ID number	Today's date *(YY/MM/DD)*
Maiden or previous name (if applicable)		Date of Birth *(YY/MM/DD)*

Current Contact Information

(If different from what is currently on our records we will update our records using the information provided here)

Street: _____ City: _____

Province/Country: _____ Postal Code: _____

Phone: _____ E-mail: _____

Student Authorization and Payment:

STUDENT AUTHORIZATION
I hereby authorize the University of Calgary to release transcripts of my academic record as noted on this request.

X _____
Student's Signature

❑ Cash ❑ Cheque ❑ VISA ❑ MasterCard Amount: $ _____

Card # _____ Expiry Date: _____

Official Transcripts & Student Official Transcripts

An official transcript is a complete record of the student's academic history at the University of Calgary containing the University seal and the signature of the Registrar. Official transcripts are sent directly to an institution or agency. Student Official transcripts are sent to the student in a tamper-proof envelope for forwarding to an institution or agency by the student.

1. ❑ Mail or ❑ Courier _____ (# of copies) ❑ official ❑ student official copies to:

Name: _____

Agency: _____

Street: _____

City: _____ Province/Country: _____

Instructions: Postal Code: _____

❑ Prepare transcripts immediately

❑ Hold for final results from:

❑ Fall ❑ Winter ❑ Spring ❑ Summer

❑ Hold for degree earned to be recorded after convocation

❑ May/June ❑ November

2. ❑ Mail or ❑ Courier _____ (# of copies) ❑ official ❑ student official copies to:

Name: _____

Agency: _____

Street: _____

City: _____ Province/Country: _____

Instructions: Postal Code: _____

❑ Prepare transcripts immediately

❑ Hold for final results from:

❑ Fall ❑ Winter ❑ Spring ❑ Summer

❑ Hold for degree earned to be recorded after convocation

❑ May/June ❑ November

Unofficial Transcripts

An unofficial transcript is identical in content and format to the official transcript, but does NOT contain the University seal or the signature of the Registrar.

1. ❑ Mail or ❑ Courier _____ (# of copies) unofficial copies to:

Name: _____

Agency: _____

Street: _____

City: _____ Province/Country: _____

Instructions: Postal Code: _____

❑ Prepare transcripts immediately

❑ Hold for final results from:

❑ Fall ❑ Winter ❑ Spring ❑ Summer

❑ Hold for degree earned to be recorded after convocation

❑ May/June ❑ November

2. ❑ Mail or ❑ Courier _____ (# of copies) unofficial copies to:

Name: _____

Agency: _____

Street: _____

City: _____ Province/Country: _____

Instructions: Postal Code: _____

❑ Prepare transcripts immediately

❑ Hold for final results from:

❑ Fall ❑ Winter ❑ Spring ❑ Summer

❑ Hold for degree earned to be recorded after convocation

❑ May/June ❑ November

This information is collected under the authority of the Post-secondary Learning Act. It is required to process your request. If you have any questions about the collection or use of this information please contact the Registrar at (403) 220-5510.