



- The University of Calgary official transcript is a complete and unabridged record of academic history containing the seal and Registrar's signature.
- The University of Calgary provides three types of official transcripts:
 - **Issued to Institution:** issued directly from the University of Calgary to recognized institutions/agencies
 - **Issued in a Secured Envelope:** issued individually in sealed envelopes to students
 - **Issued to Student:** issued for students' personal records
- Online transcript request processing time: 3 days plus delivery time. Mailed, faxed or hand delivered form processing time: 5 days plus delivery.
- Scanned request forms can be sent to transcript.request@ucalgary.ca.
- Delivery times are not guaranteed. During peak times processing times may be longer.
- Payment is for courier charges only, rates listed below. **COURIERS DO NOT DELIVER TO PO BOXES OR SECURE BUILDINGS.**
- **A transcript will not be issued if you have any outstanding financial obligations at the University of Calgary.**

PERSONAL INFORMATION (please print clearly)										
Last Name			First Name							
Student ID Number (if known)		Date of Birth		Former/Maiden Name (if applicable)						
		m	m	d	d	y	y	y	y	
Telephone			Email							
Student Signature			Date							

DELIVERY ADDRESSES

Issued to Institution Issued in Secured Envelope Issued to Student

1	Copies	Name/Institution	Attention	
Address			TELEPHONE (REQUIRED FOR COURIER DELIVERY)	
City		Province	Country	Postal Code
Process:	<input type="checkbox"/> Immediately	Term:	Delivery Options:	<input type="checkbox"/> Mail (NO CHARGE) <input type="checkbox"/> Courier*(CHARGES BELOW) \$
	<input type="checkbox"/> Grades Posted	Term:		
	<input type="checkbox"/> Degree Conferred	Term:		

Issued to Institution Issued in Secured Envelope Issued to Student

2	Copies:	Name/Institution	Attention	
Address			TELEPHONE (REQUIRED FOR COURIER DELIVERY)	
City		Province	Country	Postal Code
Process:	<input type="checkbox"/> Immediately	Term:	Delivery Options:	<input type="checkbox"/> Mail (NO CHARGE) <input type="checkbox"/> Courier*(CHARGES BELOW) \$
	<input type="checkbox"/> Grades Posted	Term:		
	<input type="checkbox"/> Degree Conferred	Term:		

PAYMENT FOR COURIER CHARGES

Canada \$20

United States \$35

International \$50

Method: Visa MasterCard AMEX Cheque enclosed (payable to the University of Calgary)

Credit Card Number			Expiry Date		Total Amount		
			m	m	y	y	\$
Cardholder Name (please print)				Cardholder Signature			

This information is collected under the authority of the Post-Secondary Learning Act. It is required to process your request. Financial information is required for release of authorization to a credit company. If you have any questions about the collection or use of this information, please contact the Registrar at 403.210.7625.