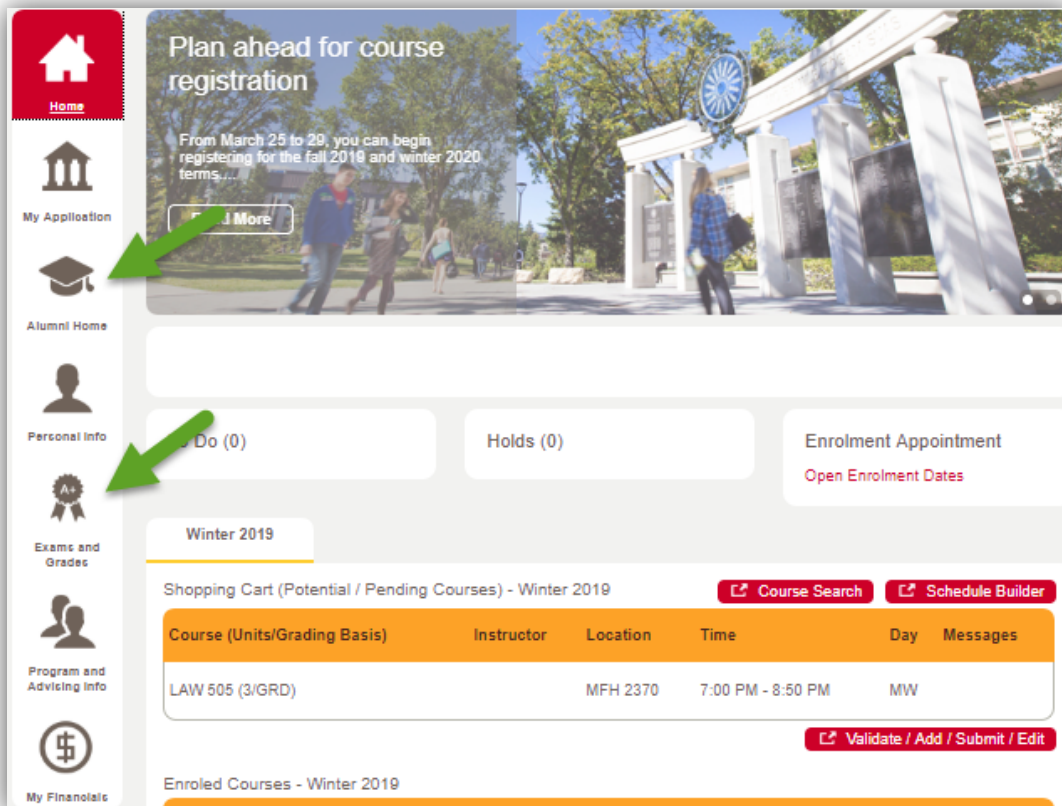


You can order official transcripts through your Student Centre to be mailed to yourself or another institution/company. The following are instructions on how to order an official transcript through your MyUofC

1. Log into MyUofC

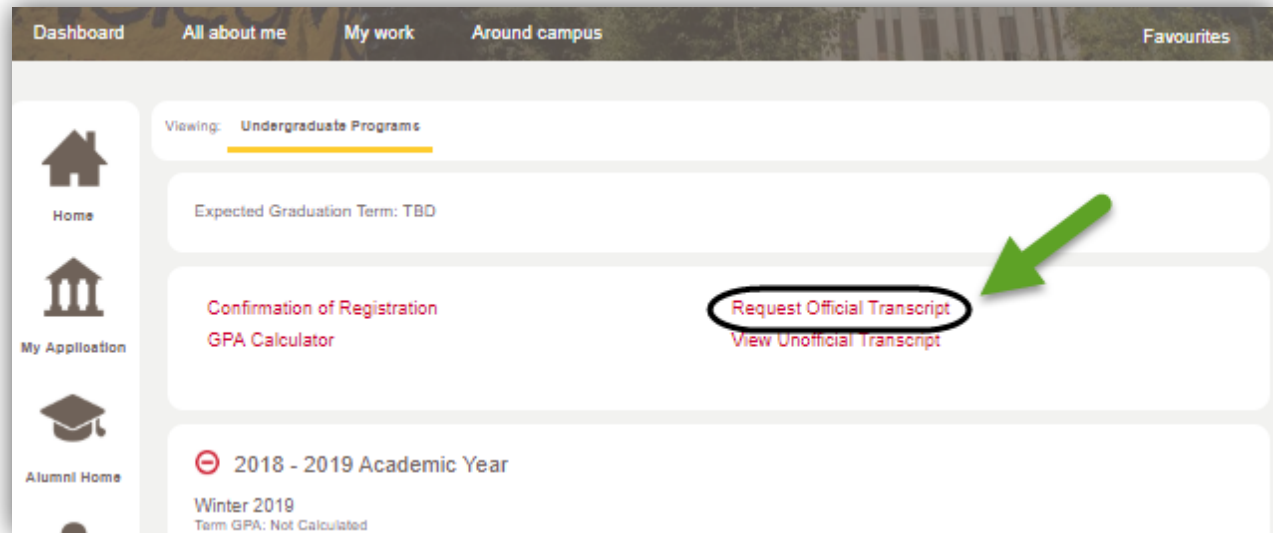


2. If you are a current student, you can request a transcript from the [Exams and Grades](#) page
If you are alumni, you can request a transcript from the [Alumni](#) page



Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
LAW 505 (3/GRD)		MFH 2370	7:00 PM - 8:50 PM	MW	

3. Select [Request Official Transcript](#)



4. Select Transcript Options

There are 3 Processing Options: Immediate, Grades Pending, and Degree Confer Date

There are 3 Delivery Options: (a) Issue to Institution, (b) Issue in Secured Envelope and, (c) Issue to Student

Additional information is available by clicking [Ordering Options and Fees](#) for Official Transcript requests.

Select Processing Options

Official Transcript Types	
Issued to Institution	Sent directly from the University of Calgary to recognized institutions/agencies.
Issued in a Secured Envelope	Sent individually in sealed envelopes to the student for forwarding to institutions/agencies.
Issued to Student	Issued for student's personal records.

Note: A transcript may be printed immediately or held for grade posting or degree conferral.

- If you select option 'Grade Posting', your request will be processed once all of the grades are in for the term you are prompted to specify, on or before the date that will appear beside the term.
- If you select option 'Degree Confer Date', your request will be processed once the degree has been posted. When you are prompted to do so, specify the term in which you will have completed your degree requirements. The degree conferral date will appear beside the term.

a) Issued to the Institution:

- i. Select Processing Option and then **Issued to the Institution**



If you select option 'Degree Date', your request will be processed once the degree has been posted. When you are prompted to do so, specify the term in which you will have completed your degree requirements. The degree conferral date will appear beside the term.

Select Option:

Transcript Type:

Quantity:

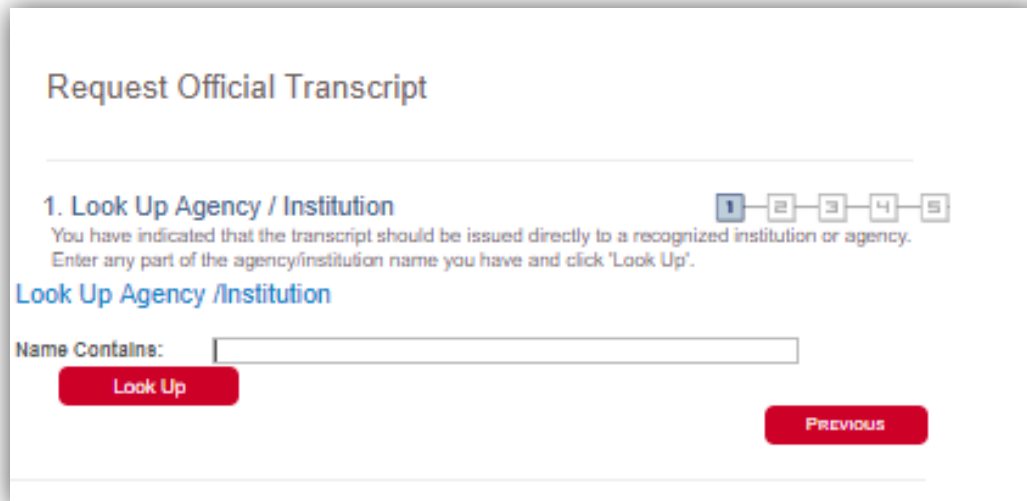
Sent By: Mail Courier Service

Verify Your Contact Information

In the event that you need to be contacted regarding this transcript request, the following information will be used. Make any required additions/corrections and then click the 'refresh' button to display your changes.

If you are sending a transcript by courier to a private residence or residential building, a valid phone number is required. Couriers require a signature upon delivery.

- ii. If you are sending the transcript to an office or institution, type the name into the **Name Contains** bar and select **Look Up**



Request Official Transcript

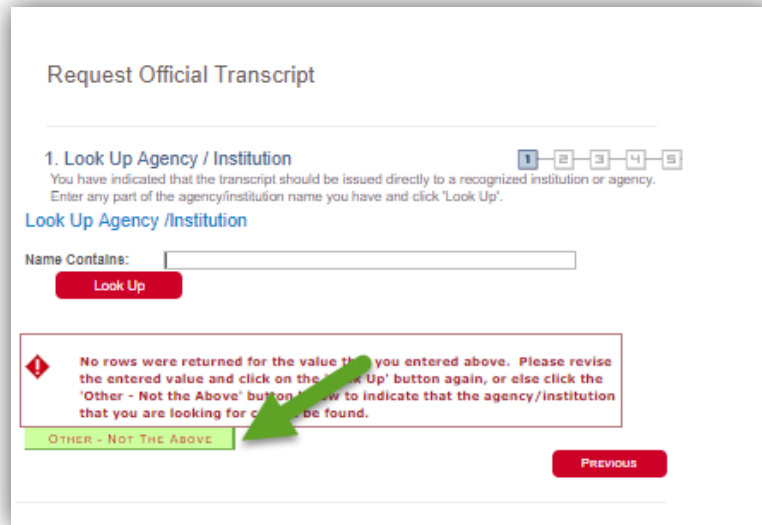
1. Look Up Agency / Institution 1 2 3 4 5

You have indicated that the transcript should be issued directly to a recognized institution or agency. Enter any part of the agency/institution name you have and click 'Look Up'.

Look Up Agency /Institution

Name Contains:

- iii. If the address is not there, you will need to enter it manually by selecting **Other-Not the Above** and then select **Edit Address**



Request Official Transcript

1. Look Up Agency / Institution

You have indicated that the transcript should be issued directly to a recognized institution or agency. Enter any part of the agency/institution name you have and click 'Look Up'.

Look Up Agency /Institution

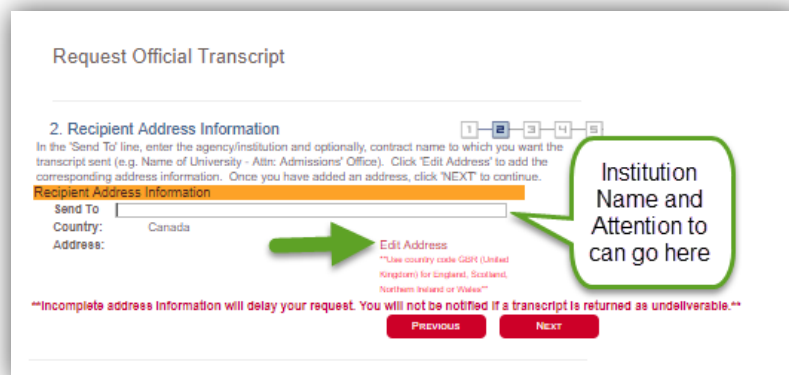
Name Contains:

Look Up

No rows were returned for the value that you entered above. Please revise the entered value and click on the 'Look Up' button again, or else click the 'Other - Not the Above' button below to indicate that the agency/institution that you are looking for could not be found.

OTHER - NOT THE ABOVE

PREVIOUS



Request Official Transcript

2. Recipient Address Information

In the 'Send To' line, enter the agency/institution and optionally, contract name to which you want the transcript sent (e.g. Name of University - Attn: Admissions' Office). Click 'Edit Address' to add the corresponding address information. Once you have added an address, click 'NEXT' to continue.

Recipient Address Information

Send To

Country: Canada

Address:

Edit Address

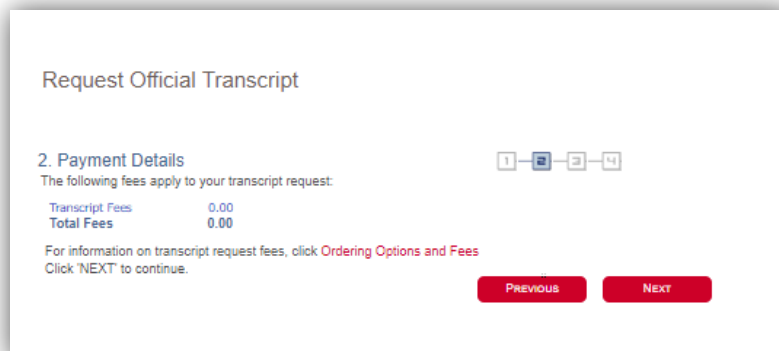
Use country code GBH (United Kingdom) for England, Scotland, Northern Ireland or Wales

Incomplete address information will delay your request. You will not be notified if a transcript is returned as undeliverable.

PREVIOUS NEXT

Institution Name and Attention to can go here

- iv. If you ordered a transcript by courier, you can enter credit card information here, otherwise it will show \$0 Total Fees



Request Official Transcript

2. Payment Details

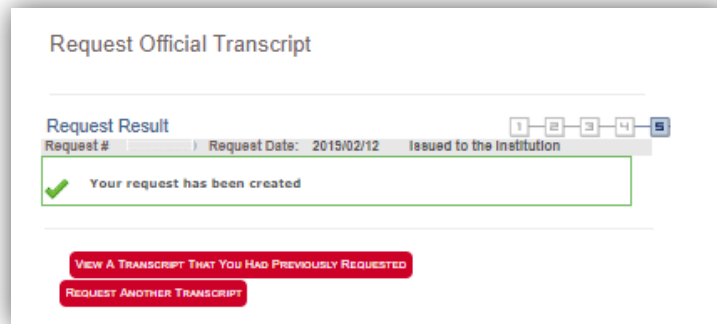
The following fees apply to your transcript request:

Transcript Fees	0.00
Total Fees	0.00

For information on transcript request fees, click [Ordering Options and Fees](#). Click 'NEXT' to continue.

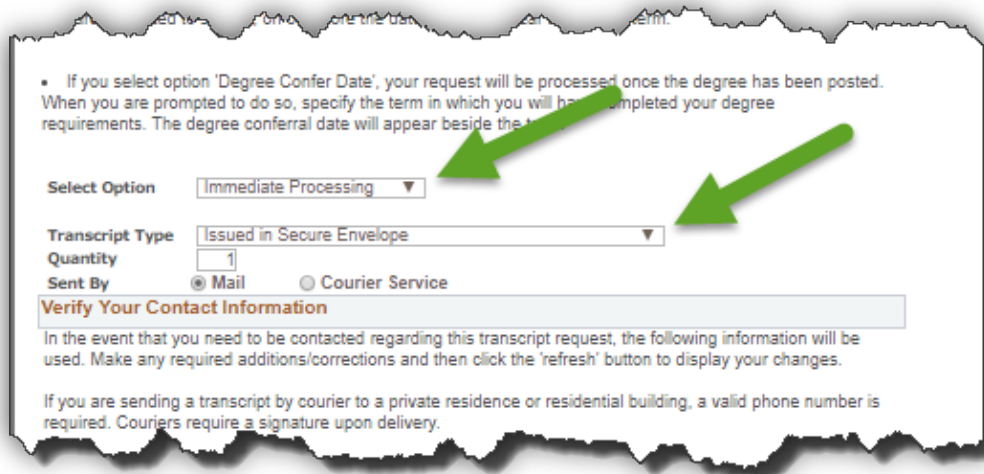
PREVIOUS NEXT

- v. From the Success page you can view previous transcript requests or request another transcript

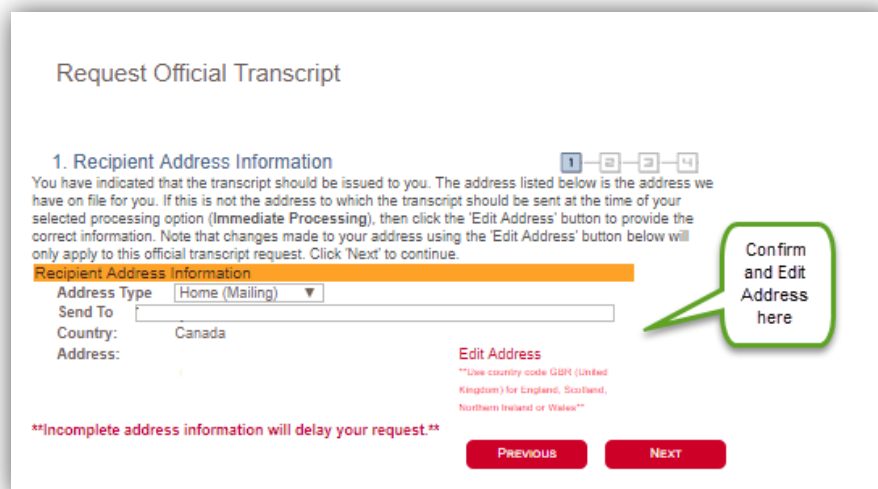


b) **Issued in Secure Envelope:**

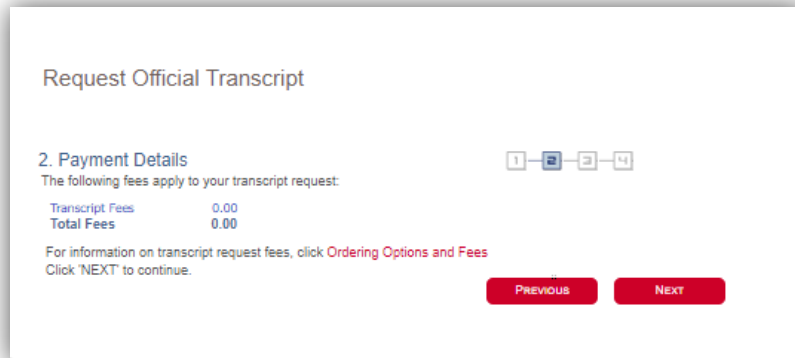
- i. Select Processing Option and then **Issued in Secure Envelope**



- ii. Confirm your address, transcripts are sent to the address on your student file



- iii. If you ordered a transcript by courier, you can add payment information here, otherwise it will show \$0 Total Fees



Request Official Transcript

2. Payment Details

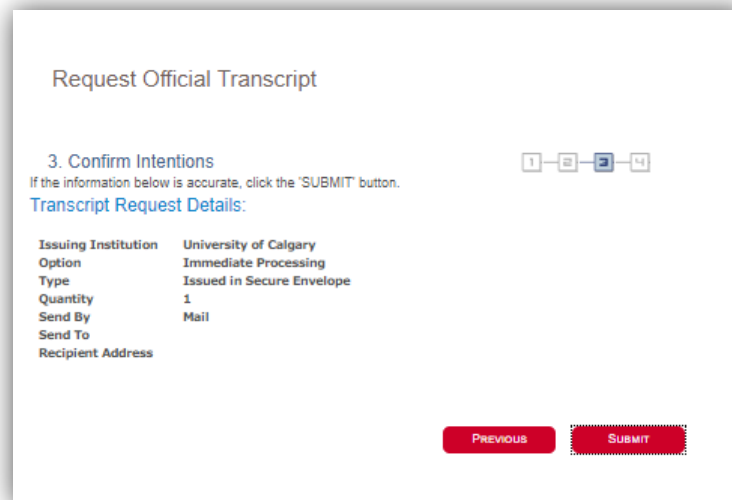
The following fees apply to your transcript request:

Transcript Fees	0.00
Total Fees	0.00

For information on transcript request fees, click [Ordering Options and Fees](#)
Click 'NEXT' to continue.

PREVIOUS NEXT

- iv. Confirm that the information is correct and then click **Submit**



Request Official Transcript

3. Confirm Intentions

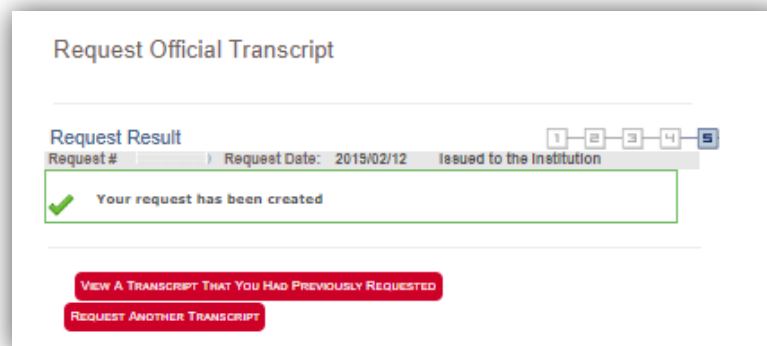
If the information below is accurate, click the 'SUBMIT' button.

Transcript Request Details:

Issuing Institution	University of Calgary
Option	Immediate Processing
Type	Issued in Secure Envelope
Quantity	1
Send By	Mail
Send To	
Recipient Address	

PREVIOUS SUBMIT

- v. From the Success page you can view previous transcript requests or request another transcript



Request Official Transcript

Request Result

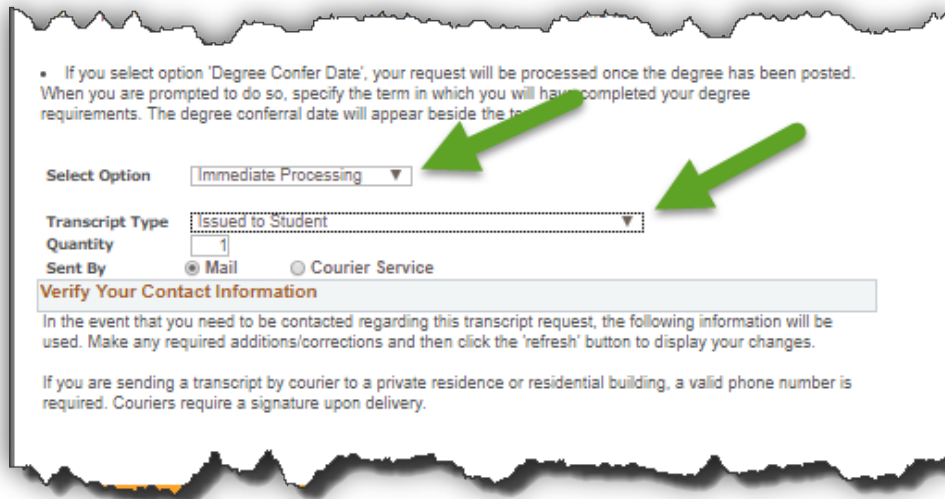
Request # [redacted] | Request Date: 2015/02/12 | Issued to the institution

✓ Your request has been created

VIEW A TRANSCRIPT THAT YOU HAD PREVIOUSLY REQUESTED

REQUEST ANOTHER TRANSCRIPT

- c) **Issued to Student:**
- i. Select Processing Option and then **Issued to Student**



• If you select option 'Degree Confer Date', your request will be processed once the degree has been posted. When you are prompted to do so, specify the term in which you will have completed your degree requirements. The degree conferral date will appear beside the term.

Select Option:

Transcript Type:

Quantity:

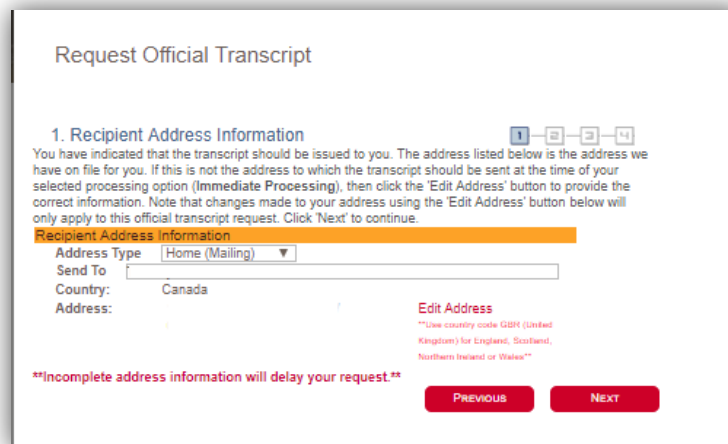
Sent By: Mail Courier Service

Verify Your Contact Information

In the event that you need to be contacted regarding this transcript request, the following information will be used. Make any required additions/corrections and then click the 'refresh' button to display your changes.

If you are sending a transcript by courier to a private residence or residential building, a valid phone number is required. Couriers require a signature upon delivery.

ii. Confirm your address, transcripts are sent to the address on your student file



Request Official Transcript

1. Recipient Address Information

You have indicated that the transcript should be issued to you. The address listed below is the address we have on file for you. If this is not the address to which the transcript should be sent at the time of your selected processing option (Immediate Processing), then click the 'Edit Address' button to provide the correct information. Note that changes made to your address using the 'Edit Address' button below will only apply to this official transcript request. Click 'Next' to continue.

Recipient Address Information

Address Type:

Send To:

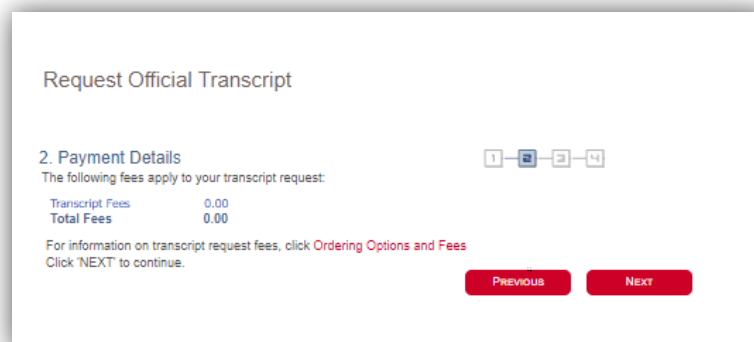
Country:

Address:

[Edit Address](#)
Use country code GBR (United Kingdom) for England, Scotland, Northern Ireland or Wales

****Incomplete address information will delay your request.****

iii. If you ordered a transcript by courier, you can add payment information here, otherwise it will show \$0 Total Fees



Request Official Transcript

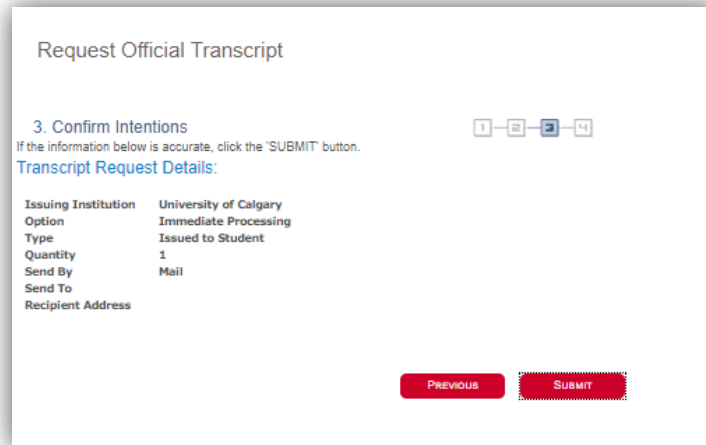
2. Payment Details

The following fees apply to your transcript request:

Transcript Fees	0.00
Total Fees	0.00

For information on transcript request fees, click [Ordering Options and Fees](#).
 Click 'NEXT' to continue.

iv. Confirm that the information is correct and then click **Submit**



Request Official Transcript

3. Confirm Intentions 1 2 3 4

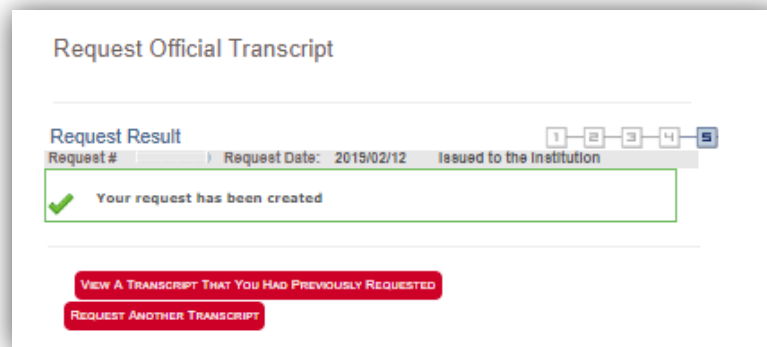
If the information below is accurate, click the 'SUBMIT' button.

[Transcript Request Details:](#)

Issuing Institution	University of Calgary
Option	Immediate Processing
Type	Issued to Student
Quantity	1
Send By	Mail
Send To	
Recipient Address	

[PREVIOUS](#) [SUBMIT](#)


- v. From the Success page you can view previous transcript requests or request another transcript



Request Official Transcript

Request Result 1 2 3 4 5

Request # [] Request Date: 2019/02/12 Issued to the Institution

 Your request has been created

[VIEW A TRANSCRIPT THAT YOU HAD PREVIOUSLY REQUESTED](#)

[REQUEST ANOTHER TRANSCRIPT](#)

For questions regarding transcripts contact transcripts at transcript.request@ucalgary.ca

End of Procedure.

Related Guides: Request Unofficial Transcript for a PDF copy of your unofficial transcript