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.
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**: Issue to Institution, Issue in Secured Envelope and, Issue to Student

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**Issued to the Institution:**

**Follow these steps when selecting to issue the transcript to the institution.**

1. Select Processing Option and then **Issued to the Institution**

   Ensure that you have entered a Phone Number to reach the Recipient of the Transcript.
2. Recipient Address Information must be entered manually for each request. Enter the Recipient Institution/Organization Name in the “Send To” field. Second, select Edit Address.

3. First, select Change Country to enter the appropriate country code. A drop down menu will appear. Second, enter the recipient address information in the fields below. Third, select OK.
4. Once entered, you will return to the previous page. Requests that have not entered an appropriate country code will be notified with an error message.

5. Select Next
6. If you ordered a transcript by courier, you can add payment information here, otherwise it will show $0 Total Fees.

7. Confirm final details relating to transcript request before selecting **Submit**.

8. From the Success page you can view previous transcript requests or request another transcript.
1. **Issued in Secure Envelope:**
Select Processing Option and then **Issued in Secure Envelope**
Ensure that you have entered a Phone Number to reach the Recipient of the Transcript

Follow directions for processing of Recipient Address information

1. **Issued to Student:** Select Processing Option and then **Issued to Student**
Ensure that you have entered a Phone Number to reach the Recipient of the Transcript

Follow directions for processing of Recipient Address information

**End of Procedure.**

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

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