

Request Official Transcript via Enrolment Services Portal

SES - Transcripts

You can order official transcripts through the Enrolment Services (ES) Service Portal to be mailed to yourself or another institution/organization. The following are instructions on how to order an official transcript through the ES Service Portal.

1. Enter the **Enrolment Services Service Portal** (via the Office of the Registrar webpage).



2. If you have not already registered, register an account. Otherwise, proceed to **Step 4**

Register			FAQ
	Create a nev	account.	
	Firstname		
	Lastname		
	Email		
	Password	This will become your username.	
	Confirm Password		
An email will be set to register	nt to the email address you used r to confirm your identity	Input symbols	



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3. Once registered, **Login** to the ES Service Portal

sgister		
	Login	
	Username / Email	Enrolment Services
		lo access the ranous enroment services, you will be required to create a user account (Register Here) which will require a valid Email.
	Password	For help please read the meta
	Log in	This site gives access to pay for the following services • transpirt Request
		Certified copy of Degree Degree
		 Desystem (visually) Desystem (visually)
		Past Grad Attendance Letter of Permission
		Piat Gald Attendance Latter of Permission
	Register as a New User Forgot Your Passwo	rd Resend Confirmation F4Q

4. Under Transcript Select Order

istary My Profile *					FAQ: Wh
		Available	Services		
	Transcript Ce	rtified copy of	Degree Maili	Degree Reprint	
	The University of Calgary official transcript is a complete and unabridged record of assessmich history containing the seal and	a certified copy of your degree.	Have your degree mai your address in Peopl	ed to Order a reprint of your soft. degree.	
	Order	Order	Order	Order	
	Past Grad / IPSE Attendance	Walk In Go	wn Rental	Letter Of Permission	
	Soudents who have completed their IPSE. Or Students who are not able to attend their original ceremony are netcome to attend a ceremony within a year of their degree confirmal date.	You may complete the convocation and bring for processing 75 m convocation	s form in advance of g it to your ceremony inutes prior to the ceremony.	Students who work to request to take a course at another institution.	
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	Transcript
	The University of Cigary selection trees types of official transcripts to complete and unabledge traces of assesses's haves your compared instability of a gradient processing to a selection of the
	Surawa" Gene Tarwa" Enter all required mailing information. If you require your UCID, contact: Enrolment Services directly Enrolment Services directly
	CO CO
Ensure that any associated files are in included in one (1) PDF document	Texplorer Accorded Files I an allochment meth to be included with your transcript, spilled the PDF or word document here. Multiple documents will need.

5. Type in Required field information, enter your UCID (optional)

Note: If you require an associated file to be included in your transcript request, upload the .PDF or word document as one file.

6. Select **Payment Type**

	Delivery Add	TESS Add Transcript	-					sent to multiple destinations, se
~	Transcript 1					Remove		Add Transcript
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	0							
	Address*				Telephone (Required for	or Courier Delivery)*		
	The Station of Con-							
	City*		Province*	Country*	Postal Coo	de*		
	\frown	6		1000	\sim			
	Issued* to In	stitution	Process*	mmediately	Delivery	 Mail (No Charge) 		
		udent		Grades Posted (Term Term	Win 2015) Method	 Courier Calgary/Canada (\$20) Courier United States (\$35) 		
						Courier International (\$50)		
			1	Jegree Conterred (le	rm Required) Spring 2015)			_
						For information outli Processing and De	ning Transcript Typ	
		Proceed Cancel				refer to the Transc	ipts Page of the R	0
	-					We	bsite	

7. Enter **Delivery Details** for applicable transcript request

There are 3 Issue Options: *Issue to Institution, Issue in Secured Envelope* and *Issue to Student* There are 3 Processing Options: *Immediate, Grades Pending,* and *Degree Confer Date* There are 2 Delivery Options: *Regular Mail* (no charge) <u>or</u> *Courier* (Select applicable option based upon destination)

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8. If you ordered a transcript by courier, you will be forwarded to third party page to process payment, otherwise it will show \$0 Total Fees.

listory My Profile *		FAQ
	Credit Payment	
	You are now directed to a 3rd party page to process your payment (it may take a couple of seconds to load)	
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	ZSWM UH	
	Ique fynteik	
	Exams, Fyunce Exat Exams, grades and transcripts No Preve 40-325-302	

OR

 Credit Payment	r ng
You are now directed to a 3rd party page to process your payment (it may take a couple of seconds to load)	
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7.5 ₩М∪н	
Recent Payment Reck	
Exams, grades and transcripts No Preve 48-305-302	

Select Complete Order.



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	Credit Payment	
\searrow	You are now directed to a 3rd party page to process your payment (it may take a couple of seconds to load)	
	Involce Transcript Balance S0.00 (CAD)	
	VEBZEW	
	Input symbols	
	Complete Order Back	
	Exams, grades and transcripts NG Two #43 50 502	
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A receipt outlining purchase details will be emailed to the email used to register the account.

ENROLMENT SERV	CES	
Services History My Profile *		FAQ. Whitney Sloan
	Receipt Transity one for your payment for the following under: Type: Transmitt Mexical: 2017 Clair Transity for indicate Mark Resentation	
	Deams, gradés and transcripts Here 40:00:000	

End of Procedure.