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.

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

a) Issued to the Institution:
i. Select Processing Option and then **Issued to the Institution**

![Image of processing option selected.]

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

![Image of transcript request form with look up option.]

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

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**
   
   ![Diagram of transcript request form with selected option]

   - If you select option 'Degree Conferred 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: **Immediate Processing**
   - Transcript Type: **Issued in Secure Envelope**
   - Quantity: 1
   - 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.

   ![Diagram of transcript request form with contact information]

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

   ![Diagram of transcript request form with address information]

   iii. If you ordered a transcript by courier, you can add payment information here, otherwise it will show $0 Total Fees
iv. Confirm that the information is correct and then click **Submit**

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

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

iv. Confirm that the information is correct and then click **Submit**.
v. From the Success page you can view previous transcript requests or 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.