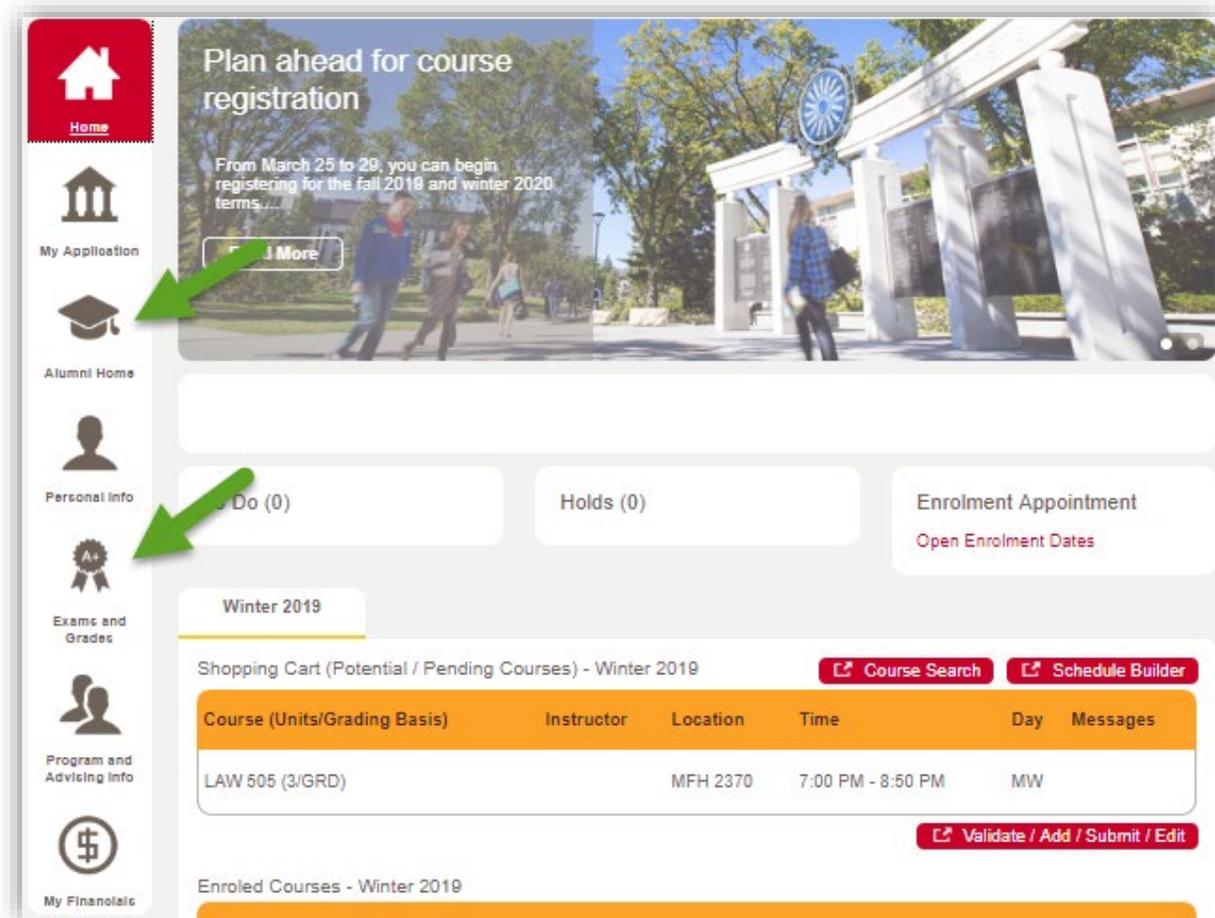


You can order official transcripts through your Student Centre to be mailed to yourself or another institution/company. The following are instructions on how to order an official transcript through your MyUofC.

1. Log into MyUofC



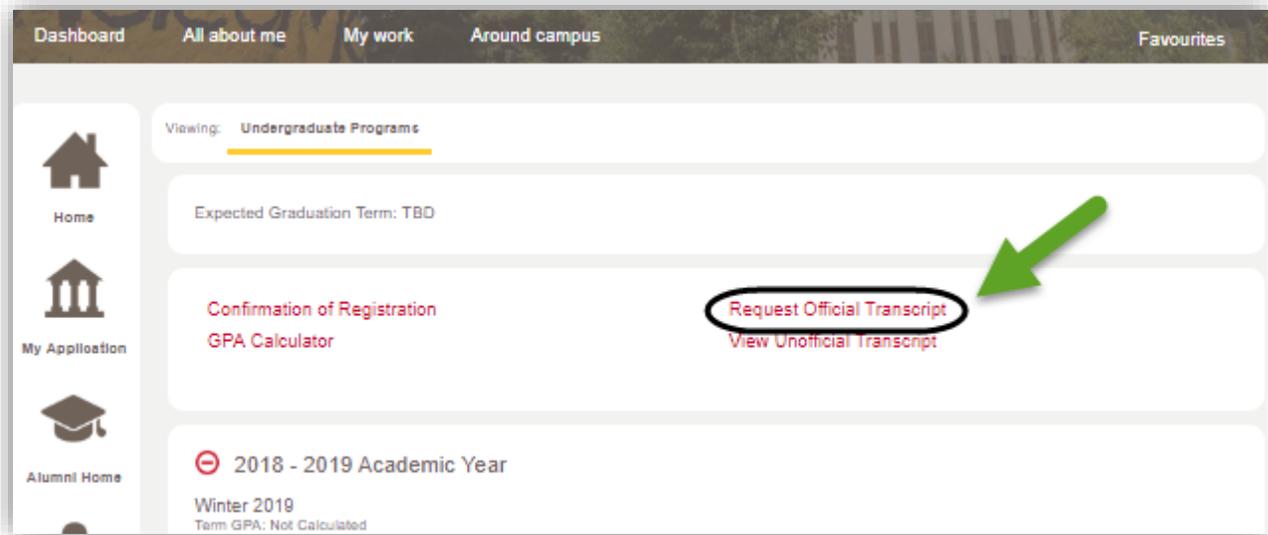
2. If you are a current student, you can request a transcript from the [Exams and Grades](#) page. If you are alumni, you can request a transcript from the [Alumni](#) page.



# Request Official Transcript

## SES - Transcripts

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*

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.

### 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.

• If you select an option, your request will be processed once the degree has been conferred. 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

Recipient Phone Number:

Verify Your Contact Information

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**.

Request Official Transcript

1. Recipient Address Information

Steps to Submit Address

- Enter name of Institution/Third Party/Agency in 'Send To' field
- Edit Address: Click 'Change Country' to select country before entering address
- Click 'OK' then 'Next'

Recipient Address Information

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.\*\***

PREVIOUS    NEXT

Selecting the "Country" before entering the address is vital. If a country code is not selected when the address is saved, you must exit and restart the request from the beginning

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**.

Edit Address

Country:

Address 1:

Address 2:

Address 3:

Address 4:

City:  Postal:

OK    Cancel

Ensure that the Postal Code follows the A1A 1A1 format

# Request Official Transcript

## SES - Transcripts



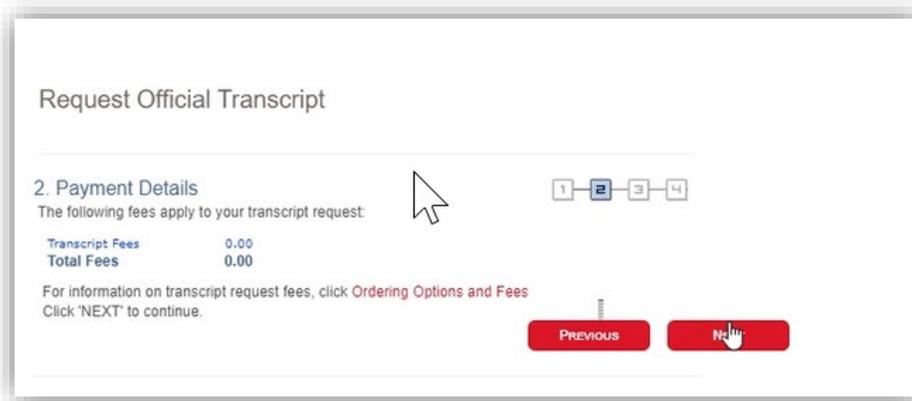
4. Once entered, you will return to the previous page. Requests that have not entered an appropriate country code will be notified with an error message.

The screenshot shows the 'Request Official Transcript' form at step 1, 'Recipient Address Information'. The 'Send To' field contains 'test'. The 'Country' and 'Address' fields are empty. A red error message box at the bottom states: 'Country not entered. Please exit and re-open request form to edit address.' Below this, a note says: '\*\*Incomplete address information will delay your request.\*\*' There are 'PREVIOUS' and 'NEXT' buttons at the bottom right. A green arrow points to the error message.

5. Select **Next**

The screenshot shows the 'Request Official Transcript' form at step 1, 'Recipient Address Information'. The 'Send To' field contains 'Test'. The 'Country' field contains 'Canada' and the 'Address' field contains 'test' and 'Calgary AB T5T 5T5'. A red error message box at the bottom states: '\*\*Incomplete address information will delay your request.\*\*' There are 'PREVIOUS' and 'NEXT' buttons at the bottom right. A green arrow points to the 'NEXT' button.

6. 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

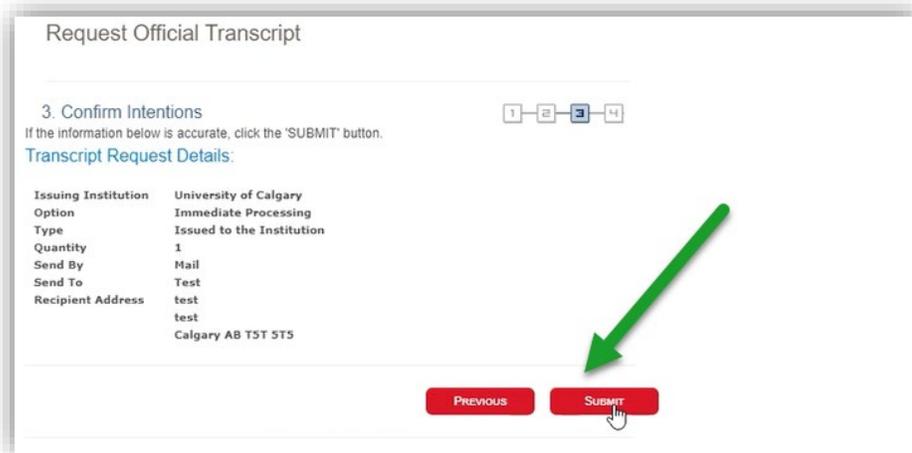
The following fees apply to your transcript request:

Transcript Fees	0.00
<b>Total Fees</b>	<b>0.00</b>

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

PREVIOUS NEXT

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



Request Official Transcript

3. Confirm Intentions

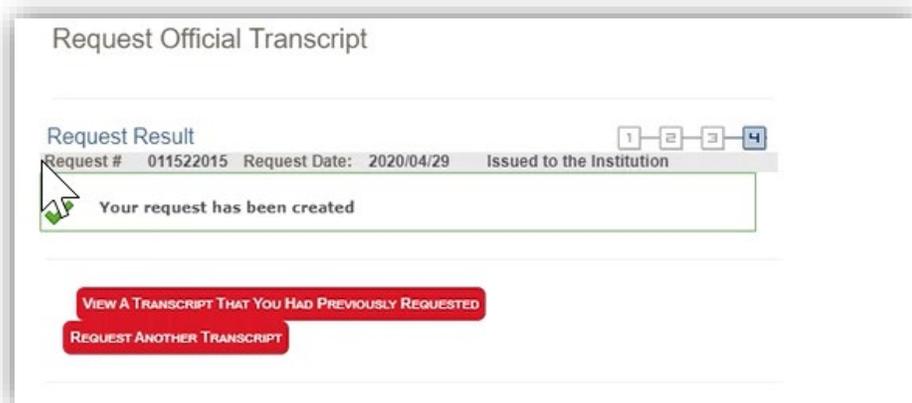
If the information below is accurate, click the 'SUBMIT' button.

**Transcript Request Details:**

Issuing Institution	University of Calgary
Option	Immediate Processing
Type	Issued to the Institution
Quantity	1
Send By	Mail
Send To	Test
Recipient Address	test test Calgary AB T5T 5T5

PREVIOUS SUBMIT

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



Request Official Transcript

Request Result

Request # 011522015 Request Date: 2020/04/29 Issued to the Institution

Your request has been created

VIEW A TRANSCRIPT THAT YOU HAD PREVIOUSLY REQUESTED

REQUEST ANOTHER TRANSCRIPT

# Request Official Transcript

## SES - Transcripts



### 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

The screenshot shows a web form for requesting an official transcript. At the top, there is a note: "If you select option 'Degree Confer Date', your request will be processed once the degree has been conferred. 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." Below this, the form includes a "Select Option" dropdown menu set to "Immediate Processing", a "Transcript Type" dropdown menu set to "Issued to the Institution", a "Quantity" input field with the value "1", and "Sent By" radio buttons for "Mail" (selected) and "Courier Service". A "Recipient Phone Number" input field is highlighted with a black oval and has a green arrow pointing to it. Another green arrow points to the "Select Option" dropdown, and a third points to the "Transcript Type" dropdown. Below the form is a "Verify Your Contact Information" section.

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

This screenshot is identical to the one above, showing the transcript request form. The "Select Option" dropdown is set to "Immediate Processing", the "Transcript Type" dropdown is set to "Issued to the Institution", the "Quantity" is "1", and the "Sent By" radio button for "Mail" is selected. The "Recipient Phone Number" field is circled in black and has a green arrow pointing to it. Other green arrows point to the "Select Option" and "Transcript Type" dropdowns.

Follow directions for processing of Recipient Address information

### **End of Procedure.**

For questions regarding transcripts contact transcripts at [transcript.request@ucalgary.ca](mailto:transcript.request@ucalgary.ca)

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