



Official Transcript Request Form

Office of the Registrar
 University of Northern British Columbia
 3333 University Way, Prince George, BC V2N 4Z9
Phone: (250) 960-6300 **Fax:** (250) 960-6330
Email: transcripts@unbc.ca

- IMPORTANT: PLEASE READ**
- Students are responsible for ensuring transcripts are sent according to the receiving institutions' rules
 - Transcripts **are not released without advance payment** of the required transcript fee **or if there are outstanding holds** on the student's account
 - Each transcript will include the student's complete record at UNBC
 - Transcripts cannot be printed during grade-processing (two week periods at the end of semesters) as GPA calculation requires final grades
 - Transcript requests will be processed and **available for pick-up (if requested) within 2 business days**

GO PAPERLESS
 You can also request transcripts through your student online services at www.unbc.ca/login

Transcript Questions?
 transcripts@unbc.ca

All information fields are **REQUIRED**:

Student ID		Daytime Phone	
Last Name		Former Name	
First Name		<i>For Office Use Only:</i>	
Date of Birth <small>(DD/MM/YYYY)</small>		Student Identity Verified: <input type="checkbox"/> SOAHOLD: <input type="checkbox"/>	
Email		Initials:	
FEE: \$10.20 per Transcript <i>Contact the UNBC Cashier's Office: 250-960-5631</i>		Cashier's Stamp "PAID" Amount: \$	

Process Immediately **OR**

Please HOLD until: (tick one box only)

Grades processed for current semester

Degree awarded (May Convocation)

Full name and address REQUIRED:
 (Will appear in address window on printed transcript)

Institution Current Mailing Other

DELIVERY OPTIONS: (choose one only)

Hold _____ copies for STUDENT pick-up

Hold _____ copies for DESIGNATE pick-up

Designate's Name: _____

Please mail _____ copies

Student Signature

Date