

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 3 - 5 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 f	fields a	re RE	QUIR	ED:				
Student ID								Daytime Phone
Last Name								Former Name
First Name								For Office Use Only:
Date of Birth (DD/MM/YYYY)								Student Identity Verfified: SOAHOLD:
Email								Initials:
FEE: \$10.20 per Transcript Contact the UNBC Cashier's Office: 250-960-5631							631	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:								DELIVERY OPTIONS: (choose one only)
(Will appear in address window on printed transcript)						ipt)		Holdcopies for STUDENT pick-up
								Holdcopies for DESIGNATE pick-up
								Designate's Name:
Institution Current Mailing Other							Other	- Please mailcopies

Student Signature

Revised March 13. 2019