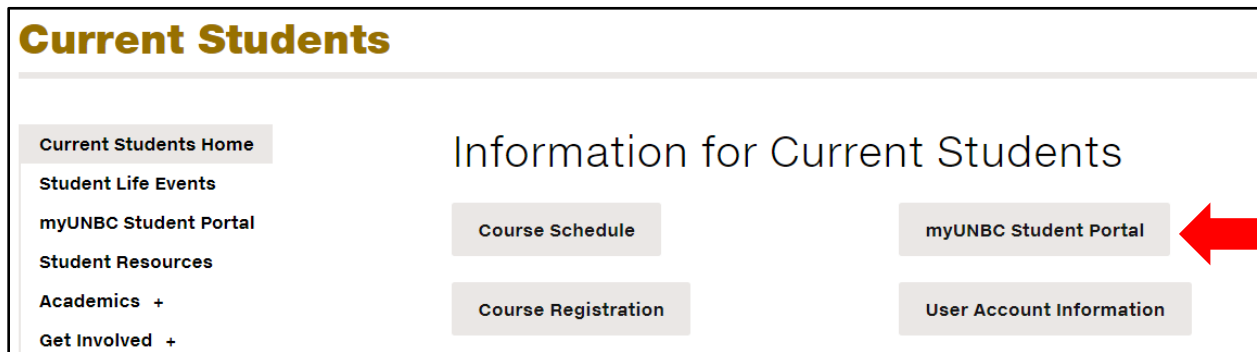
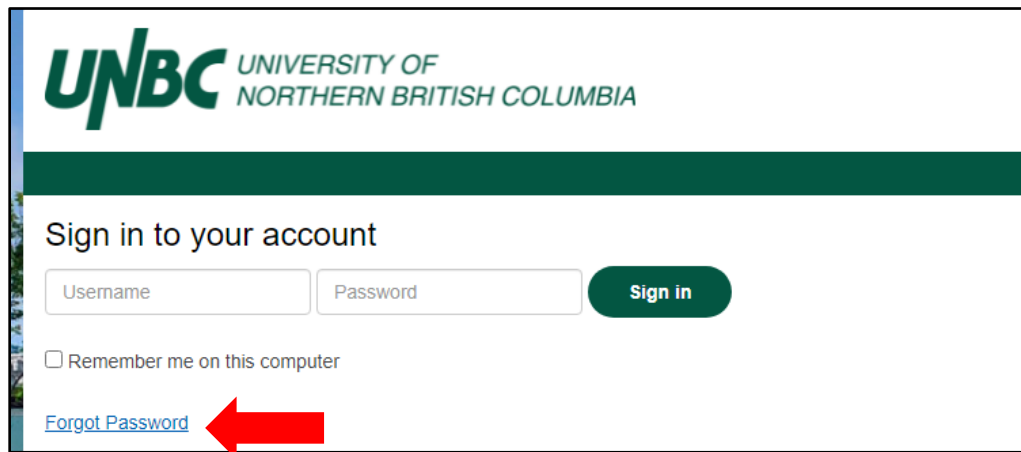


ORDERING TRANSCRIPTS THROUGH YOUR STUDENT ACCOUNT

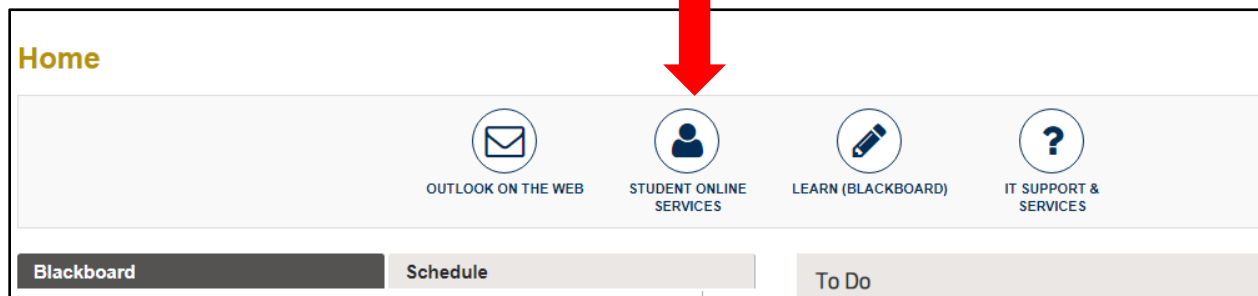
- 1.) Login to myUNBC Student Portal <https://www2.unbc.ca/current-students> using your username and password.



If you don't remember your username and password, you can reset it using the link below the sign in. This will take you to a page that you can access Password Self-Service to reset your password.

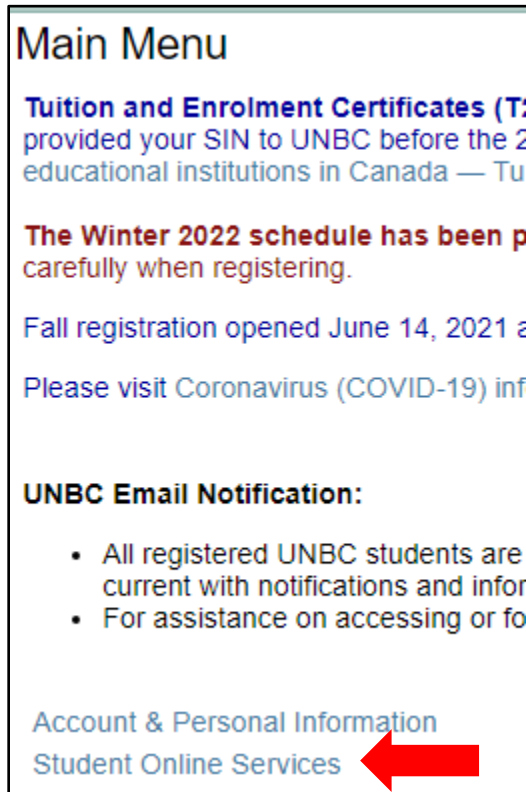


- 2.) From your student portal, select Student Online Services.



ORDERING TRANSCRIPTS THROUGH YOUR STUDENT ACCOUNT

3.) Select Student Online Services, again.



Main Menu

Tuition and Enrolment Certificates (T)
provided your SIN to UNBC before the 2
educational institutions in Canada — Tu

The Winter 2022 schedule has been p
carefully when registering.

Fall registration opened June 14, 2021 a

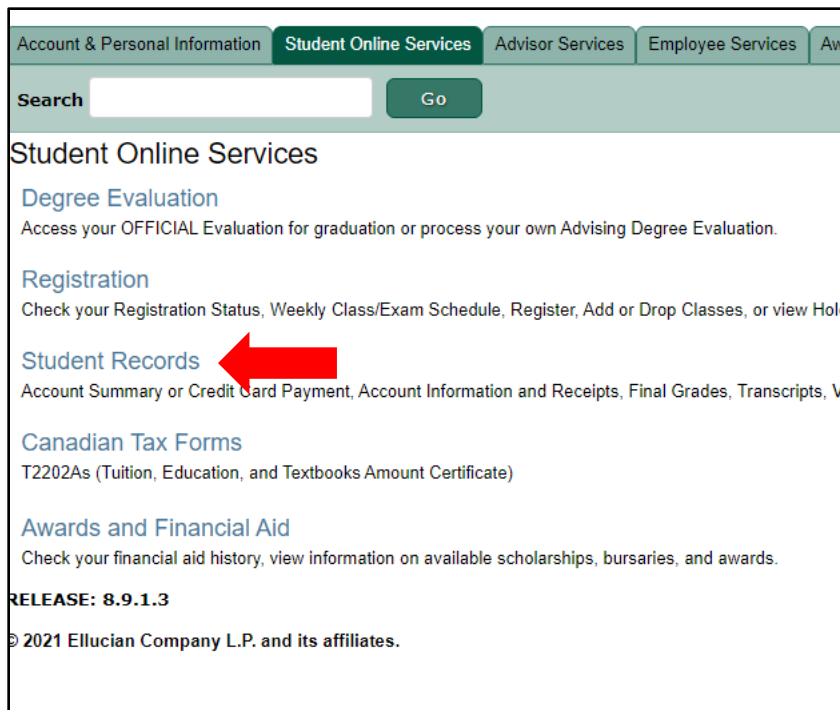
Please visit [Coronavirus \(COVID-19\) inf](#)

UNBC Email Notification:

- All registered UNBC students are current with notifications and infor
- For assistance on accessing or fo

[Account & Personal Information](#)
[Student Online Services](#) ←

4.) Select Student Records.



Account & Personal Information **Student Online Services** Advisor Services Employee Services Aw

Search

Student Online Services

[Degree Evaluation](#)
Access your OFFICIAL Evaluation for graduation or process your own Advising Degree Evaluation.

[Registration](#)
Check your Registration Status, Weekly Class/Exam Schedule, Register, Add or Drop Classes, or view Hold

[Student Records](#) ←
Account Summary or Credit Card Payment, Account Information and Receipts, Final Grades, Transcripts, V

[Canadian Tax Forms](#)
T2202As (Tuition, Education, and Textbooks Amount Certificate)

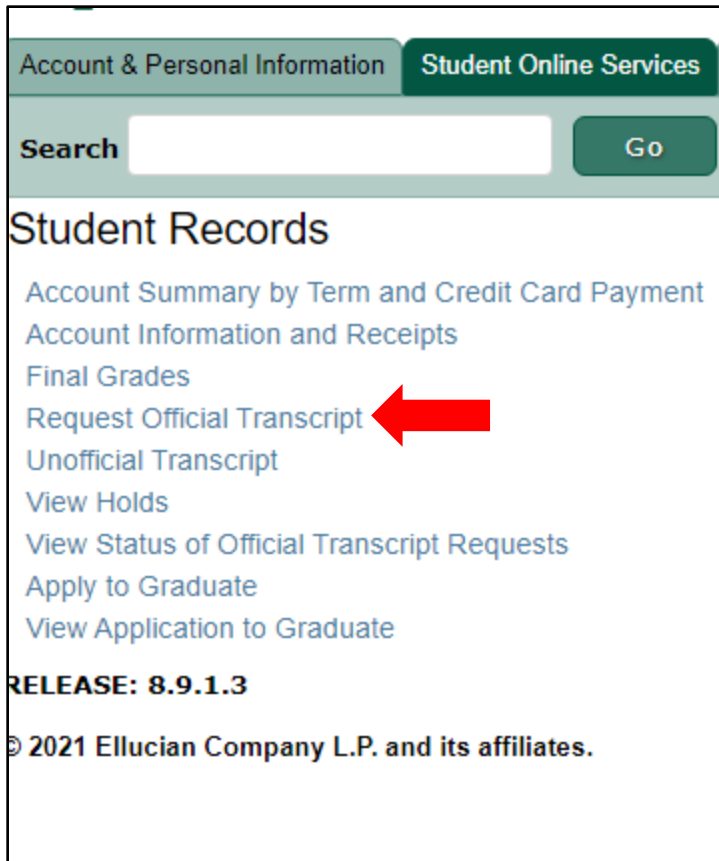
[Awards and Financial Aid](#)
Check your financial aid history, view information on available scholarships, bursaries, and awards.

RELEASE: 8.9.1.3

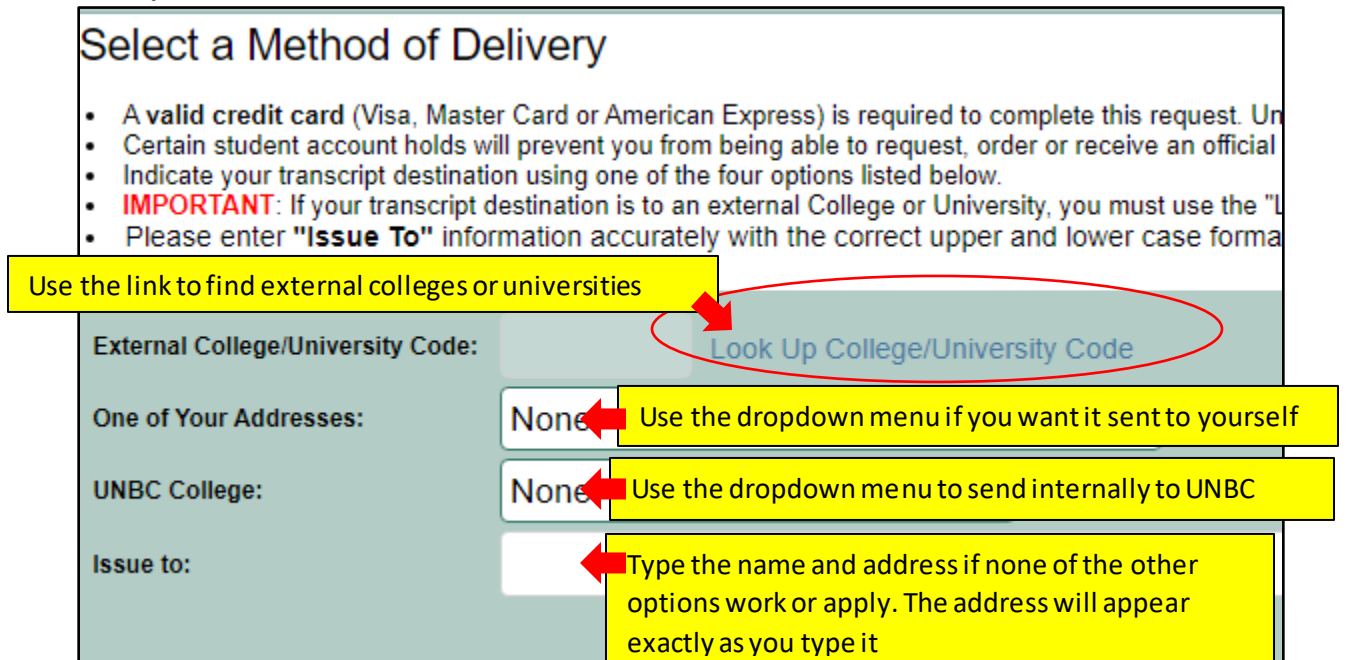
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ORDERING TRANSCRIPTS THROUGH YOUR STUDENT ACCOUNT

5.) Request an Official Transcript.



5.) On this screen, you are selecting where you want your transcript to go. **You only pick one of the four options.**



ORDERING TRANSCRIPTS THROUGH YOUR STUDENT ACCOUNT

- 6.) The next screen is to confirm name and address. *Please note that the information will be printed exactly as displayed, so make any necessary corrections.* If everything looks correct select continue.

The screenshot shows a web interface with a navigation bar at the top containing 'Account & Personal Information', 'Student Online Services', 'Advisor Services', and 'Em'. Below the navigation bar is a search bar with a 'Go' button. The main heading is 'Transcript Destination'. Below the heading are two bullet points: 'Review, update or manually add address information.', 'Please ensure information is entered accurately, and with the correct upper case letters.', and 'Information on your transcript will be printed as you have entered it.' A red asterisk indicates a required field. Below this is the 'Official Transcript' section with the following fields: 'College/University Name' (University of Victoria), 'Address/Department' (PO Box 3025 Stn Csc), 'Address Line 2' (empty), 'Address Line 3' (empty), 'City' (Victoria), 'Province/State' (British Columbia), 'Postal/Zip Code' (V8W 3P2), and 'Nation' (Canada). A green 'Continue' button is at the bottom left, with a red arrow pointing to it from the right.

- 7.) Enter the number of copies that you want to receive (you will be charged \$10.20 per copy). Select the timeline that you want your transcripts to be process in and how you want them sent.

The screenshot shows the 'Transcript Request Options' form. It includes a sub-heading 'Transcript Request Options' and a note: 'For more information on delivery method or courier requests, please select the appropriate option.' The form has three main sections: 'Number of Copies (Up to 10):' with a text input field containing '1', 'Print Transcript:' with a dropdown menu showing 'As soon as possible', and 'Delivery Method: *' with a dropdown menu showing 'Select...'. A green 'Continue' button is at the bottom left. Three yellow callout boxes with red arrows provide instructions: 'Type in the desired number of copies' points to the 'Number of Copies' field; 'Use the dropdown box to select when transcripts are sent' points to the 'Print Transcript' dropdown; and 'Use the dropdown box to select how the transcripts will be delivered.' points to the 'Delivery Method' dropdown.

ORDERING TRANSCRIPTS THROUGH YOUR STUDENT ACCOUNT

8.) Review the information. If everything looks correct, type your email address and submit request.

Transcript Request Summary

This page provides a summary of your official transcript request.

Issued to:	University of Victoria
Street:	PO Box 3025 Stn Csc
City:	Victoria
State or Province:	British Columbia
Zip or Postal Code:	V8W 3P2
Nation:	Canada
Course Levels:	All course levels
Copies Ordered:	1
Official Transcript:	Yes
Delivery Method:	Regular Mail
Cost of Order:	\$10.20
Payment Method:	Credit Card
Print Transcript:	As soon as possible

After you click 'Submit' below you will receive your transcript request confirmation email.

General Policy

The University of Northern British Columbia provides transcripts to the University by students, and an official transcript request form is available for students. For more information on the University's terms and conditions, please visit the following links:

- <http://www.unbc.ca/calendar/undergraduate/general/fees.html>
- <http://www.unbc.ca/calendar/graduate/general/fees.html>
- <http://www.unbc.ca/policy/category/foipop.html>
- <http://www.unbc.ca/continuingstudies/policies.html>

Security

For the purpose of online payments for admission (including the payment of the transcript request fee), we require you to provide your credit card information (including the card number, expiry date). By providing this information, you agree that we will use your information for the purpose of processing your payment. Measures have been integrated into the day-to-day operations of the University to protect your information. When you are finished conducting online transactions, you will be prompted to log out of your account.

Refund Policy

Requests for refund can be submitted at the Cashier's Office. For more information, please visit the following links:

- <http://www.unbc.ca/calendar/undergraduate/general/fees.html>
- <http://www.unbc.ca/calendar/graduate/general/fees.html>
- <http://www.unbc.ca/continuingstudies/policies.html>

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By clicking the Submit button below you indicate that you have read and accept the terms and conditions of the transcript request form.

Accept Terms You will then be forwarded to the Monitors page.

Available payment options include: Visa, MasterCard, American Express, and Interac Online.

© Trade-mark of Interac Inc. Used under licence.

Email Address: * Type your email address

Submit Request

9.) Select your payment method and follow the prompts to make your payment.

Mandatory fields marked by *

Payment Method

Please choose a payment method.

