

# 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

<p><b><u>IMPORTANT: PLEASE READ</u></b></p> <ul style="list-style-type: none"> <li>Students are responsible for ensuring transcripts are sent according to the receiving institutions' rules</li> <li>Transcripts <b>are not released without advance payment</b> of the required transcript fee <b>or if there are outstanding holds</b> on the student's account</li> <li>Each transcript will include the student's complete record at UNBC</li> <li>Transcripts cannot be printed during grade-processing (two week periods at the end of semesters) as GPA calculation requires final grades</li> <li>Transcript requests will be processed and <b>available for pick-up (if requested) within 2 business days</b></li> </ul>	<p><b>GO PAPERLESS</b></p> <p>You can also request transcripts through your student online services at <a href="http://www.unbc.ca/login">www.unbc.ca/login</a></p> <p><b>Transcript Questions?</b> transcripts@unbc.ca</p>
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All information fields are **REQUIRED**:

Student ID								Daytime Phone							
Last Name								Former Name							
First Name								<b>For Office Use Only:</b>							
Date of Birth <small>(DD/MM/YYYY)</small>								Student Identity Verified: <input type="checkbox"/>	SOAHOLD: <input type="checkbox"/>						
Email								Initials:							
<p><b>FEE: \$10.40 per Transcript</b>          Contact the UNBC Cashier's Office: 250-960-5631</p>								Cashier's Stamp "PAID"          Amount: \$							

**Process Immediately**

OR

**Please HOLD until:** (tick one box only)

- Grades processed for current semester  
 Degree awarded (May Convocation)

<p><b>Full name and address REQUIRED:</b>          (Will appear in address window on printed transcript)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><input type="checkbox"/> Institution    <input type="checkbox"/> Current Mailing    <input type="checkbox"/> Other</p>	<p><b>DELIVERY OPTIONS:</b> (choose one only)</p> <p><input type="checkbox"/> Hold _____ copies for STUDENT pick-up</p> <p><input type="checkbox"/> Hold _____ copies for DESIGNATE pick-up</p> <p>Designate's Name: _____</p> <p><input type="checkbox"/> Please mail _____ copies</p>
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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date