

Transcript Request Form

There is no charge for transcripts issued to UNBC. Full payment must be received before a transcript is released. Please allow 5 business days for processing. Unofficial transcripts can be obtained free of charge.

Student Information	
Student Number	
LEGAL First Name	
LEGAL Last Name	
Date of Birth (MM/DD/YYYY)	
Email	
Phone	
Mailing Address	
City	
Province	
Postal Code	
Signature	

Transcripts	
Transcripts provided to other institutions are only considered "official" if mailed directly from UNBC.	
Institution	
<i>Please send the following number of copies to the institution below:</i>	
Mailing Address	
Institution	
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Mailing Address	
Institution	
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Mailing Address	

Please send an Official Transcript to me by mail.

Please hold an Official Transcript for me to pick up.

Please complete the section below for any Continuing Studies course(s) that you would like included or omitted from your official transcript.

Course # and Name _____	Include	Exclude
Course # and Name _____	Include	Exclude
Course # and Name _____	Include	Exclude
Course # and Name _____	Include	Exclude
Course # and Name _____	Include	Exclude

Payment			
Number of Transcripts x \$10.00 each	Payment Method		
	Cash/Debit	Cheque	Credit Card (see below)
Total Payable	Credit Card Number		Expiry Date (MM/YY)
	Name on Credit Card		3 Digit CVD Code
	Signature		