



# Transcript Request Form

**Office of the Registrar**  
 The University of Northern British Columbia  
 3333 University Way  
 Prince George, BC V2N 4Z9  
**Telephone:** (250) 960-6300  
**Facsimile:** (250) 960-6330

Transcripts can be ordered by completing this form, making payment in full and then mail, fax, or deliver to the Office of the Registrar.

**FEE: \$5.00 per transcript**

Payment must accompany request, or be made in advance at the Cashier's Office.

**Fee Paid**

Please courier

Date Received

Please allow 10 business days for processing.

Unofficial transcripts can be obtained online through Web for Students at [www.unbc.ca/login/](http://www.unbc.ca/login/).

Student ID	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>		<input type="text"/>
First Name	<input type="text"/>	City	<input type="text"/>
Former Name	<input type="text"/>	Prov	<input type="text"/>
Date of Birth	DDMMYYYY <input type="text"/>	Postal Code	<input type="text"/>
Day Time Phone Number	<input type="text"/>	E-mail	<input type="text"/>
Student Signature _____			

Please hold transcript request until grades posted for:

September    January    May; or following Convocation  

**OFFICIAL TRANSCRIPTS:** Please indicate full name and address below:

Hold for Pickup

Please send \_\_\_\_\_ copy(s) to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send \_\_\_\_\_ copy(s) to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send \_\_\_\_\_ copy(s) to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send \_\_\_\_\_ copy(s) to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name _____	Visa <input type="checkbox"/>	M/C <input type="checkbox"/>	Amex <input type="checkbox"/>
Student # _____			
Card # <input type="text"/>	Expiry Date <input type="text"/>		
Cardholder's Name _____			
Cardholder's Signature _____			
		Number of transcripts _____	
		Total to be charged (\$5.00 each) \$ _____	

**Note:** Any fees owing to UNBC must be cleared before the Office of the Registrar can release a transcript.

\_\_\_\_\_  
 Signature of Student Date

**WILP WILXO'OSKWHL NISGA'A**