

Transcript Request

Office of the Registrar

1461 Granville Street
 Vancouver, BC V6Z 0E5
 Phone: 1-877-431-6887
 Email: ucw.registrar@myucwest.ca

 Registrar's Office Use Only

1. Transcripts usually take **7-8 business days** to be made although times can vary.
2. To collect Transcripts, you must **show a valid photo ID** or give consent for a 3rd party who has valid photo ID to collect this document on your behalf.
3. Payments must be made to the Finance Department, this can be done online via your student portal - **My Records => Financial Statements => Review/ Pay Tuition**) or by using this [payment link](#).

Contact Information (complete ALL Contact Information)

Student Number : _____ Full Name: _____

Canadian Address: _____ City: _____

Province: _____ Postal Code: _____

| Transcripts to be... | First copy (\$10) | Number of extra copies | Sub-Total |
|---|--------------------------|------------------------|-----------|
| I will collect the transcripts myself. | <input type="checkbox"/> | ____ X \$10 | \$ |
| Post my transcripts to the above address. | <input type="checkbox"/> | ____ X \$10 | \$ |
| Post my transcripts to the following institution: <i>Address of institution:</i> _____ _____ _____ | X | ____ X \$10 | \$ |
| The below friend or family will collect the letter: <i>Name:</i> _____ | <input type="checkbox"/> | ____ X \$10 | \$ |
| Optional Addition (extra \$10 per transcript) How many of your above selected copies would you like sent via tracked/ signature post? _____ \$15 Address to send them to: _____ . | | | \$ |

Total: \$ _____

Transcript Consent (sign below then pay finance)

Signed: _____

Date: _____

Finance Office Use Only

Approved: _____

Date: _____