

Transcript Request

Registrar's Office Use Only

Office of the Registrar

Suite 100 – 626 West Pender Street

Vancouver, BC V6B 1V9

Phone: (604) 915-9607

Fax: (604) 638-0330

Email: [Send to UCW Registrar on the Student Portal](#)

1. Transcripts usually take **2-3 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 the COE on your behalf.
3. Payments must be made to the Finance Department, this can be done in person, on the phone or online via your student portal - My Settings/ Records => Review/ Pay Tuition)

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 \$8	\$
Post my transcripts to the above address.	<input type="checkbox"/>	___ X \$8	\$
Post my transcripts to the following institution: <i>Address of institution:</i> _____ _____ _____	<input type="checkbox"/>	___ X \$8	\$
The below friend or family will collect the letter: <i>Name:</i> _____	<input type="checkbox"/>	___ X \$8	\$
Optional Addition (extra \$10 per transcript) How many of your above selected copies would you like sent via tracked/ signature post? ___ X \$10 Address to send them to: _____			\$

Total: \$ _____

Transcript Consent (sign below then pay finance)

Signed: _____ Date: _____

Finance Office Use Only

Approved: _____ Date: _____