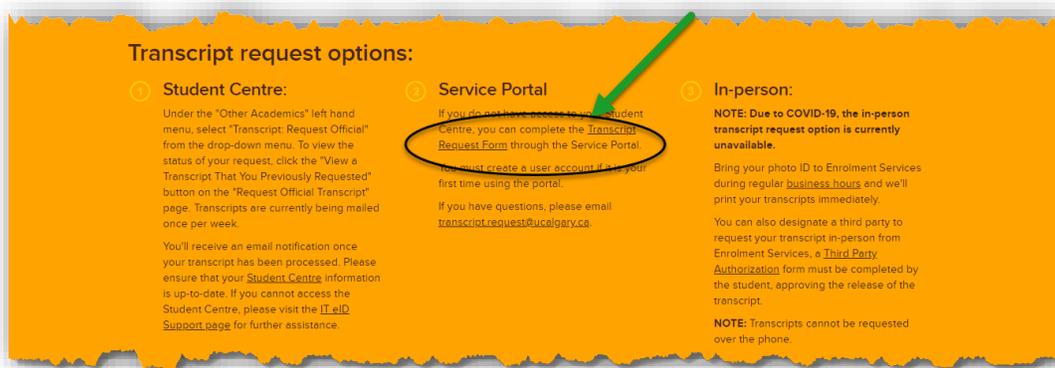


You can order official transcripts through the Enrolment Services (ES) Service Portal to be mailed to yourself or another institution/organization. The following are instructions on how to order an official transcript through the ES Service Portal.

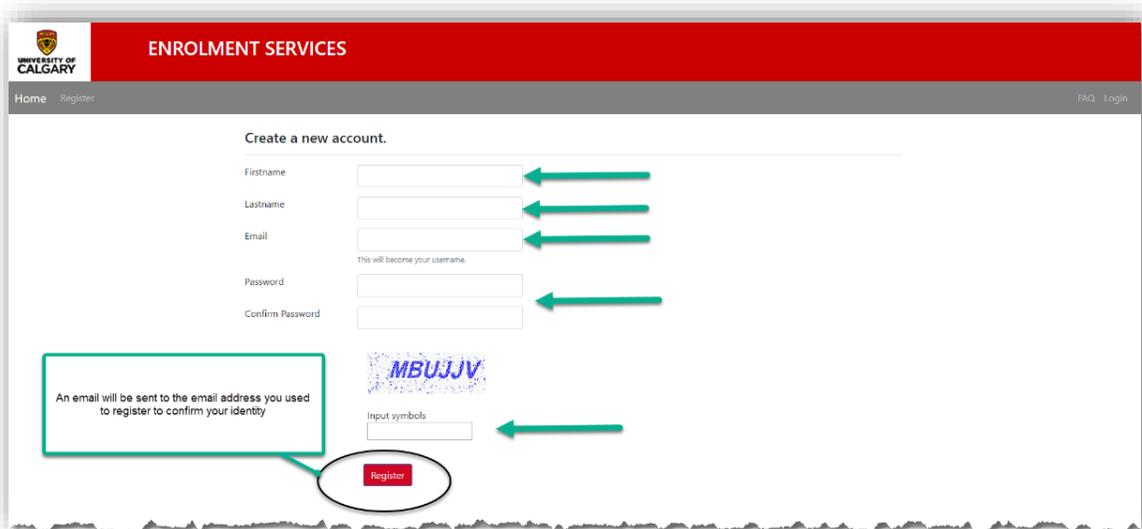
1. Enter the **Enrolment Services Service Portal** (via the Office of the Registrar webpage).



Transcript request options:

- 1 Student Centre:**
Under the "Other Academics" left hand menu, select "Transcript Request Official" from the drop-down menu. To view the status of your request, click the "View a Transcript That You Previously Requested" button on the "Request Official Transcript" page. Transcripts are currently being mailed once per week.
You'll receive an email notification once your transcript has been processed. Please ensure that your [Student Centre](#) information is up-to-date. If you cannot access the Student Centre, please visit the [IT eID Support page](#) for further assistance.
- 2 Service Portal**
If you do not have access to the Student Centre, you can complete the [Transcript Request Form](#) through the Service Portal. You must create a user account if this is your first time using the portal.
If you have questions, please email transcript.request@ucalgary.ca.
- 3 In-person:**
NOTE: Due to COVID-19, the in-person transcript request option is currently unavailable.
Bring your photo ID to Enrolment Services during regular [business hours](#) and we'll print your transcripts immediately.
You can also designate a third party to request your transcript in-person from Enrolment Services, a [Third Party Authorization](#) form must be completed by the student, approving the release of the transcript.
NOTE: Transcripts cannot be requested over the phone.

2. If you have not already registered, register an account. Otherwise, proceed to **Step 4**



ENROLMENT SERVICES

Home Register FAQ Login

Create a new account.

Firstname

Lastname

Email
This will become your username.

Password

Confirm Password

MBUJJV

An email will be sent to the email address you used to register to confirm your identity

Input symbols

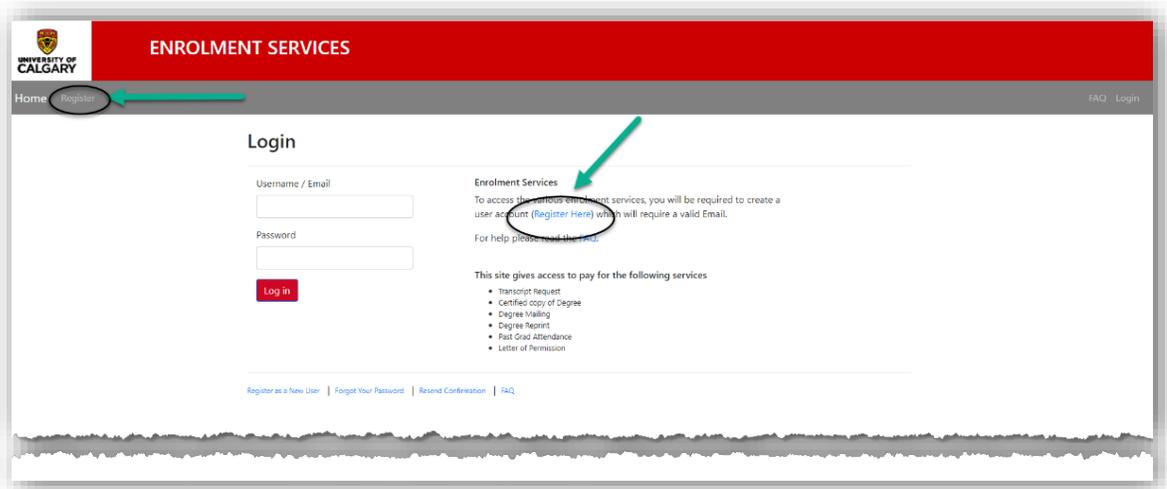
Register

Request Official Transcripts via Enrolment Services Portal

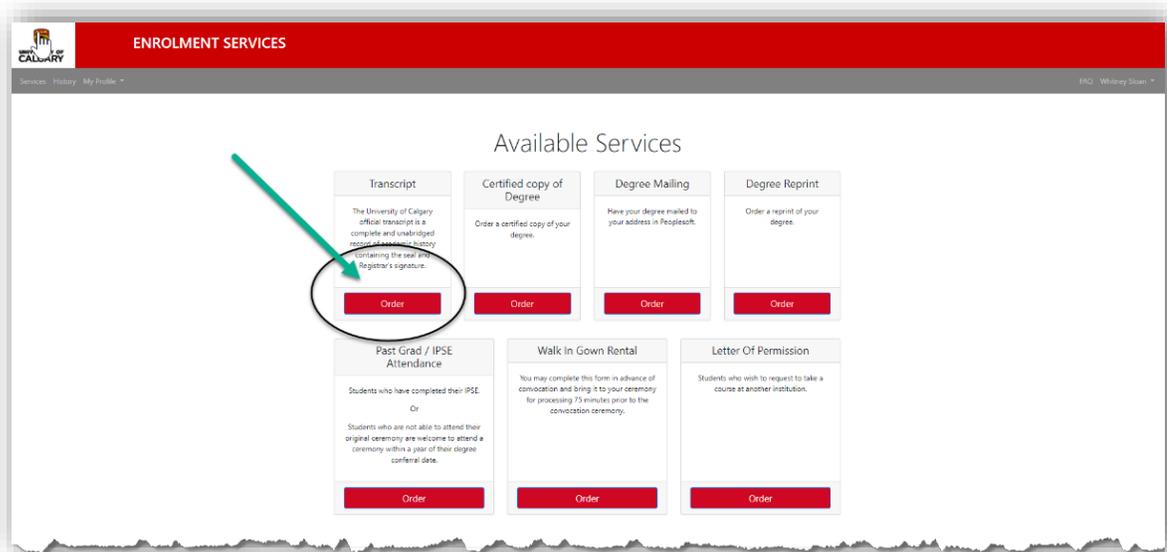
SES - Transcripts



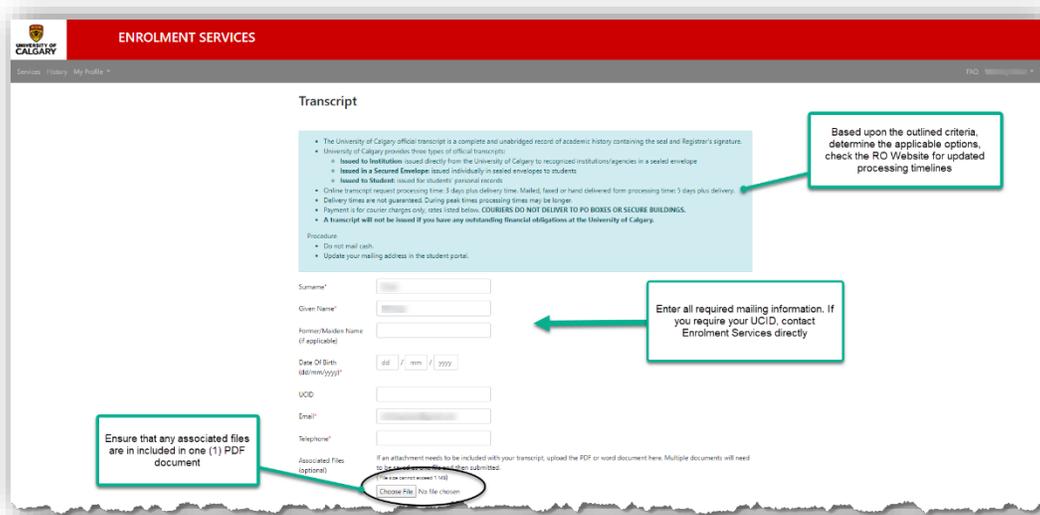
- Once registered, **Login** to the ES Service Portal



- Under Transcript Select **Order**

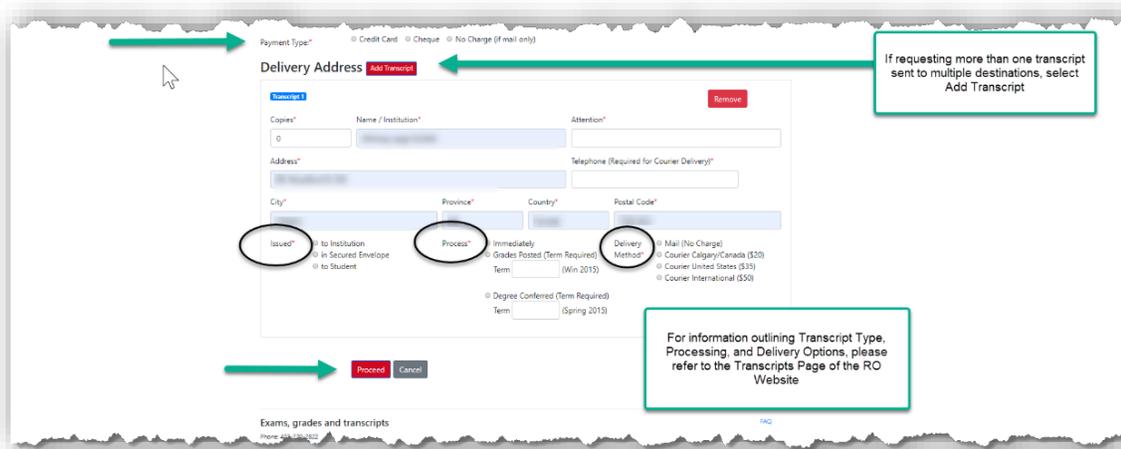


5. Type in Required field information, enter your UCID (optional)



Note: If you require an associated file to be included in your transcript request, upload the .PDF or word document as one file.

6. Select **Payment Type**



7. Enter **Delivery Details** for applicable transcript request

There are 3 Issue Options: *Issue to Institution*, *Issue in Secured Envelope* and *Issue to Student*

There are 3 Processing Options: *Immediate*, *Grades Pending*, and *Degree Confer Date*

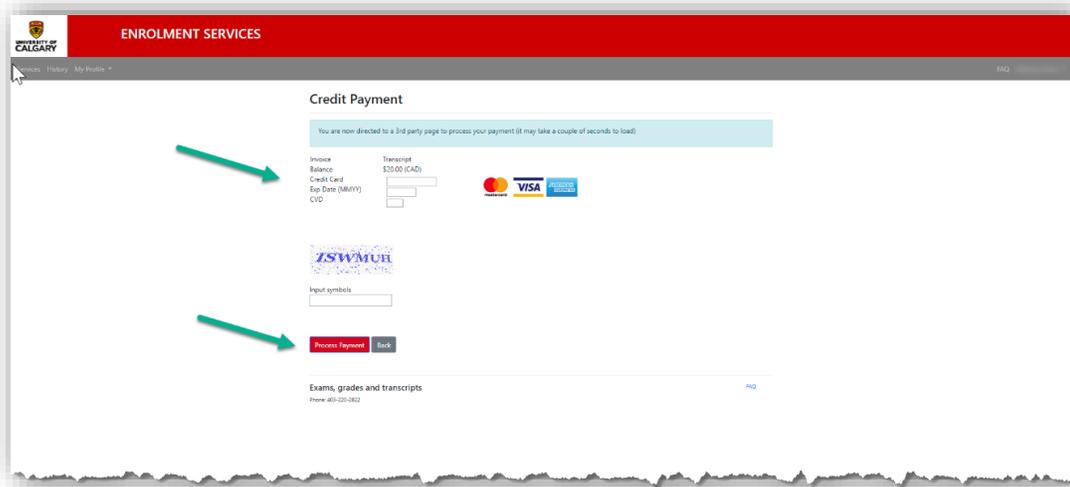
There are 2 Delivery Options: *Regular Mail* (no charge) or *Courier* (Select applicable option based upon destination)

Request Official Transcripts via Enrolment Services Portal

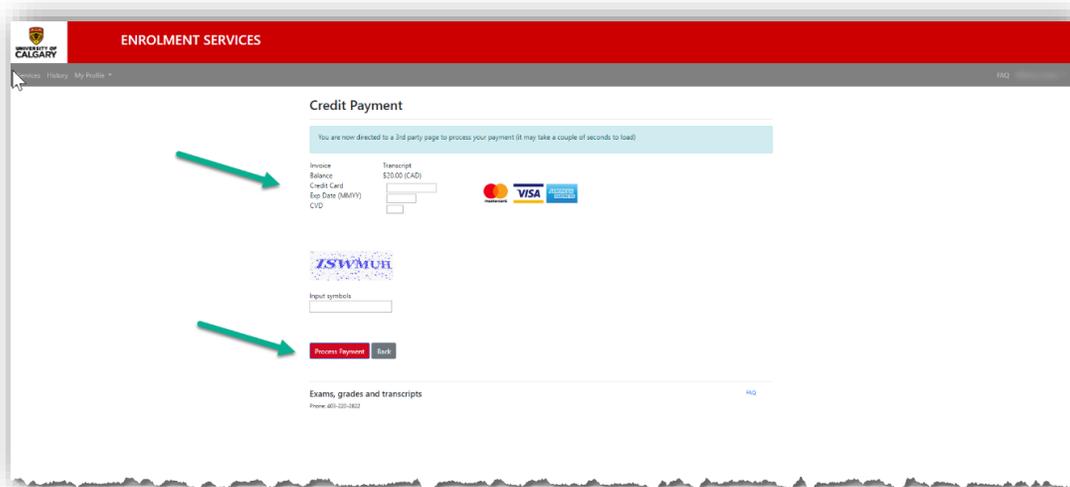
SES - Transcripts



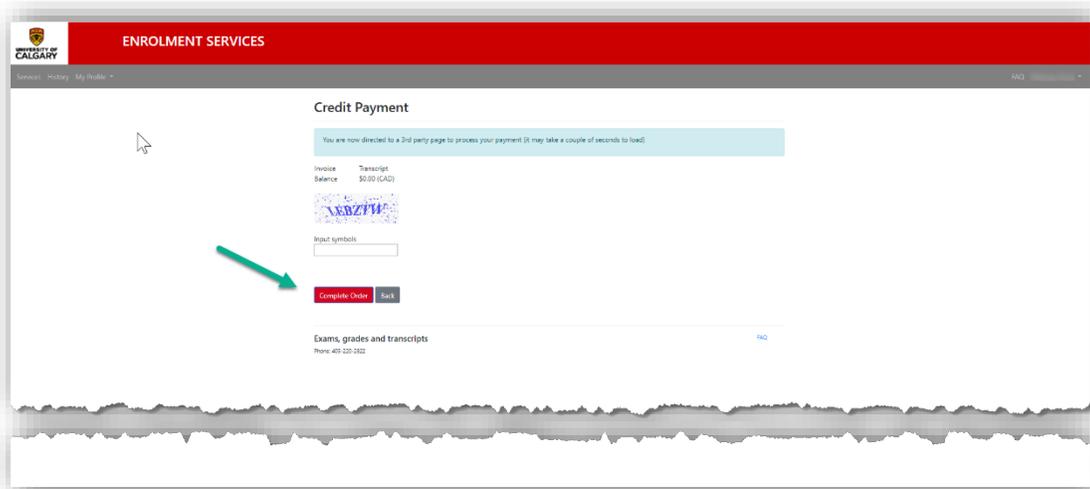
- If you ordered a transcript by courier, you will be forwarded to third party page to process payment, otherwise it will show \$0 Total Fees.



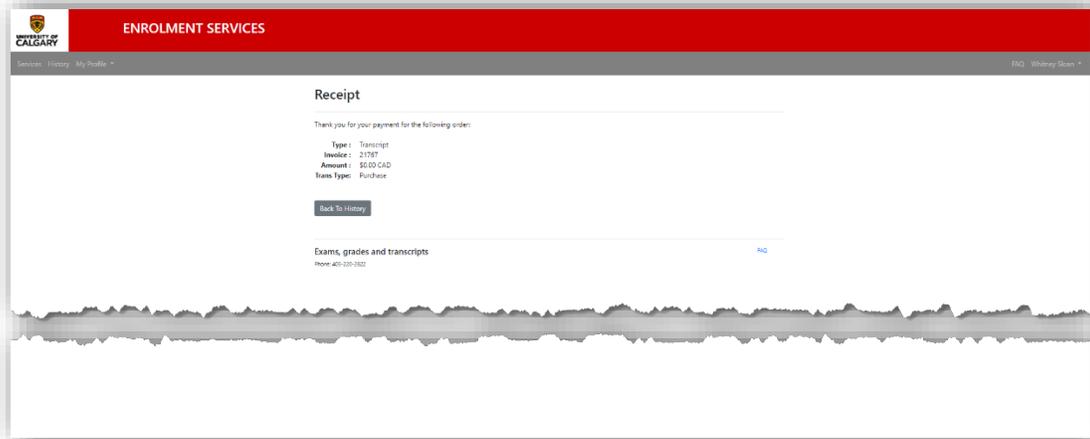
OR



Select **Complete Order**.



A receipt outlining purchase details will be emailed to the email used to register the account.



End of Procedure.