UCalgary Law – Official Transcript FAQs

Why did you change the transcript requirement?
We have changed our transcript requirements in response to challenges caused by COVID-19, to ensure that assessment timelines are not negatively impacted. We believe that this new transcript process will benefit applicants beyond the COVID-19 pandemic.

Who needs to send an official transcript?
Official transcripts will be required from admitted and waitlisted applicants only. Offers of admission will be conditional upon receipt and verification of grades and academic status on official transcripts.

Official transcripts will be added to the To Do List in your Student Centre when you are admitted or waitlisted.

Why do waitlisted applicants need to provide official transcripts?
Mail can sometimes take up to a month to arrive, and waitlisted applicants may receive an offer in the late summer, or even orientation week. The official transcript requirement for waitlisted applicants will streamline the admitting process.

What is the deadline for official transcripts?
The deadline for official transcripts for all admitted and waitlisted Fall term applicants (first-year, transfer, and letter of permission) is July 15.

The deadline for official transcripts for all admitted and waitlisted Winter term applicants (letter of permission only) is December 1.

Which official transcripts do I need to provide?
You must provide one official transcript for every post-secondary institution that you have previously attended, even if you did not graduate.

Check the To Do List in your Student Centre to find out which official transcripts are needed for your application.

How do I access my Student Centre?
You can access your Student Centre by signing into the My UCalgary portal. The link to the My UCalgary portal can also be found by clicking on the red and white arrow in the top-right corner of our website.

I previously provided an official transcript. Do I have to provide a new official transcript?
We may be able to pull forward an official transcript from the last 3 application cycles to meet the official transcript requirement, unless you have taken more courses at that institution.
The official transcripts that we need will be added to the To Do List in your Student Centre when you are admitted or waitlisted.

**I am a current student. Do my final Winter term grades need to be included on my official transcript?**

No, we do not need your Winter term grades. If the official transcript includes all of your grades and academic status up to December 31 of the year in which you submitted your application, you may send it.

**What about needing to wait until January to send my transcript if I am a current student?**

We now use unofficial transcripts for our assessment. Since current students must wait until January to upload their *unofficial* transcript, and we do not assess applications until they are complete, January is no longer a concern for *official* transcripts. Official transcripts can be sent as soon as we have added them to your To Do List.

**What do I do if my official transcript is not in English or French?**

Transcripts that are not in English or French must be accompanied by a notarized translation. The copy that was previously scanned and uploaded cannot be accepted as an official transcript. Once opened, transcripts become unofficial.

**If I scanned an official transcript to upload as my unofficial transcript, can I send that copy to you as my official transcript?**

No, once a transcript envelope is opened, it is no longer considered official. You must request that your institution send us a new official transcript.

**What makes a transcript official?**

Hard copy official transcripts are sent directly by the issuing institution and must arrive in a sealed envelope from the institution. Once a transcript envelope is opened, it is no longer considered official.

Transcripts from within the ApplyAlberta network can be sent digitally, if your institution provides that as an option. Digital transcripts can also be sent from other institutions through secure electronic delivery services, such as Parchment, e-Script-Safe, or National Student Clearinghouse.

**Will you request Alberta transcripts on my behalf from ApplyAlberta?**

No, we do not have the ability to request transcripts on your behalf. You must order them from your institution directly.

**I have a PDF copy of a transcript. Can I send that to you by email as my official transcript?**

No, digital transcripts must be sent by the institution, not the applicant. The PDF copy you have is considered unofficial.
I have several paper copies of my transcript that were sent to me by my institution. Can I send one of those as my official transcript?

We understand that there may be instances where it is easier to have all transcripts sent to you first, e.g. when ordering several copies of a transcript from overseas, with expensive shipping.

If the transcripts are complete, individually sealed in the institution’s envelopes, and printed no more than one year ago, we can accept them.

Please note that some institutions may mark transcripts issued to students as unofficial. We suggest checking with your institution to find out if this is the case. If the transcript is marked in this way, it cannot be accepted as an official transcript.

What is the mailing address to send paper official transcripts?

Please use the following mailing address for transcripts:

Law Admissions, MFH 2380
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4

I forgot to include “MFH 2380” in the address, but you’ll still get it because I have “2500 University Drive NW,” right?

“2500 University Drive NW” is the address for our entire main campus. If the address label didn’t clearly identify “Law Admissions” and/or our building and office number, we may not receive it. This is needed so our university’s shipping and receiving department knows where to send the mail on campus.

My package tracking says that the transcript was delivered, and someone signed for it. Why hasn’t it been entered as received yet?

All package tracking can show is that something was delivered to our main university shipping and receiving department; it doesn’t mean that the package was delivered to our faculty.

All mail, including couriered items, gets delivered to shipping and receiving, who then sorts and delivers mail across campus. It may take up to a week in peak mail periods for the transcript to arrive at our office from shipping and receiving.

Please exercise patience and keep an eye on your Student Centre: as soon as we have finished processing your transcript, it will be removed from your To Do List. While our new transcript process is designed to help streamline the process, there are still a lot of applicants sending us official transcripts, many of whom previously attended multiple postsecondary institutions, so there is still a high volume of transcripts for us to process.

I mailed my transcript five days ago. Why haven’t you received it yet?

It is normal for lettermail to take a couple weeks to arrive, particularly when from another province or in a peak mail period. Mail from overseas and the US often takes up to a month to arrive.
All mail, including couriered items, gets delivered to shipping and receiving, who then sorts and delivers mail across campus. It may take up to a week in peak mail periods for the transcript to arrive at our office from shipping and receiving.

Please exercise patience and keep an eye on your Student Centre: as soon as we have finished processing your transcript, it will be removed from your To Do List. While our new transcript process is designed to help streamline the process, there are still a lot of applicants sending us official transcripts, many of whom previously attended multiple postsecondary institutions, so there is still a high volume of transcripts for us to process.

**My name changed since I last attended university and my transcript has my old name. Will you be able to match it to my application?**
If you haven’t applied yet, please include your former name in your application. If you did not include your former name in your application, please send an email to law@ucalgary.ca with your current name, former name, and UCID number, and we can add your former name to our records.

**How do I order transcripts from my institution?**
You will need to check your own institution’s website to find out their transcript order process.

**Can I get my official transcripts returned to me?**
Transcripts received by the admissions office become the property of the University of Calgary and can't be returned.