UCalgary Law – Unofficial 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.

How do I upload my unofficial transcript in my Student Centre?
To upload an unofficial transcript, click the upload link found in the My Applications section of your Student Centre.

Watch the instructional video for support. Please note that the contact information in the video is for the main undergrad admissions office. If you need help with uploading a transcript for your law application, please contact UCalgary Law at law@ucalgary.ca instead.

Can I upload my unofficial transcripts in the online application?
No, you cannot upload unofficial transcripts in the online application. They are uploaded through your Student Centre after submitting 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.

Which unofficial transcripts do I need to provide?
You must upload one unofficial transcript or scanned copy of an 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 unofficial transcripts (and other supporting documents) are still needed for your application.

What if I forgot to list an institution in my application?
If you missed an institution in your application, please send an email to law@ucalgary.ca with your name, UCID number, the institution name, and dates you attended, e.g. September 2010-June 2012.

I previously provided an official transcript. Do I still have to upload an unofficial transcript?
Yes, you must still upload an unofficial transcript, even if you previously provided an official transcript. We will need the unofficial transcripts for the assessment of your application.

If you are later admitted or waitlisted, 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. We will advise admitted/waitlisted applicants whether the previous transcript can be pulled forward.

**My unofficial transcript has multiple pages. Can I upload each page individually?**
When uploading a transcript that has multiple pages, all pages for that transcript must be in one file.

**Can I scan a copy of an official transcript that was issued to me by my institution?**
Yes, you may scan an official copy of a transcript. Scanned copies must include the front and back of each page. Please ensure that all pages are right-side up.

Please note that once a transcript envelope is opened, it is no longer considered official, so if you are admitted, you cannot use the copy you scanned as an official transcript.

**Is there anything besides my grades that needs to appear on my unofficial transcripts?**
Each unofficial transcript must show the same information that would be on an official transcript, including: your name; the institution name; the date it was printed/downloaded; grades; credits obtained; any transfer credits received; and confirmation of any academic credentials that have been granted, including the date conferred.

**Can I upload a Summary of Grades or a screenshot of my school’s Student Centre as my unofficial transcript?**
No, a Summary of Grades or screenshot of your Student Centre do not provide enough information for the assessment of your application.

Each unofficial transcript must show the same information that would be on an official transcript, including: your name; the institution name; the date it was printed/downloaded; grades; credits obtained; any transfer credits received; and confirmation of any academic credentials that have been granted, including the date conferred.

**What is an academic credential?**
An academic credential is a degree, diploma, or certificate.

**I have an old copy of my transcript. Can I use it as my unofficial transcript?**
If the transcript is complete and printed no more than one year ago, you can use it as your unofficial transcript.

Please note that once a transcript envelope is opened, it is no longer considered official, so if you are admitted, you cannot use the copy you opened to scan as an official transcript.

**I am a current student. Can I upload my unofficial transcript in December if my fall grades are posted?**
No, you must wait until January to upload your unofficial transcript, even if your Fall grades are posted in December. In addition to your fall grades, we need to see your status with the institution up to December 31 on the transcript.
I am a current student. Will my application be “pre-assessed” if I upload an unofficial transcript before my fall grades are posted, or before January?
No, we do not “pre-assess” applications. Applications will not be assessed until they are complete.

In fact, uploading your transcript too early may have the opposite effect: the assessment may be delayed because you will need to provide an updated unofficial transcript before we can begin our assessment.

What if I won’t have any fall grades because I am taking only full-year courses, credit/no credit courses, in a co-op program, in a graduate program, on exchange in the Fall term, or have another situation that will result in no Fall grades? Can I upload my unofficial transcript before January?
No, you must wait until January to upload your unofficial transcript. Even if there won’t be any grades, we still need to see your status with the institution up to December 31 on the transcript.

One of my grades was changed on an appeal, or I made a mistake uploading my previous unofficial transcript. Can I provide an updated unofficial transcript?
Yes, you can upload an updated transcript in your Student Centre. Only the most recently uploaded document will be available to us. If you re-upload a document, please send an email to law@ucalgary.ca to let us know.

My name changed since I last attended university and my transcript has my old name. Will that matter?
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.

What do I do if my unofficial transcript is not in English or French?
Transcripts that are not in English or French must be accompanied by a notarized translation. When uploading these transcripts, you must ensure that the file contains both the original transcript and translation.

Please note that once a transcript envelope is opened, it is no longer considered official, so if you are admitted, you cannot use the copy you opened to scan as an official transcript.

Will I have to submit an official transcript at some point?
Official transcripts will be required from admitted and waitlisted applicants only. Please see our How to Apply page for official transcript requirements and FAQs.