

## UCalgary Law – Unofficial Transcript FAQs JD Admissions

**All JD applicants must upload unofficial transcripts through their Student Centre**

### **What is the difference between an official transcript and an unofficial transcript?**

An **official** transcript is a transcript that is provided to us directly from the post-secondary institution. It includes the institution's name, your name, date printed, credential received, and date conferred (if degree is completed), transfer credits received and from where, the courses taken in each term with the credits/units and grades associated with each course.

An **unofficial** transcript contains the exact same information as an official transcript, except it is provided by the applicant instead of the post-secondary institution.

### **Where do I get an unofficial transcript?**

Contact your post-secondary institution. Most have the ability for students to download an unofficial transcript. Please note: we will not accept a grade summary, or screen shot/downloaded copy of your Student Centre. The unofficial transcript must contain the information as listed above. If your institution does not have this available, you will have request an *official* transcript be mailed to yourself which you can then scan and upload. Scanned copies must include the front and back of each page and be in one pdf document per post-secondary institution. 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.

### **What 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. Please note: the transcript cannot have a print date older than September 1, 2021.

If you are currently taking courses, you must wait until January to upload your unofficial transcript. Even if your grades appear, we must see your academic standing up to December 31.

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.

### **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.

**I attend/have attended a degree program at the University of Calgary. Do I need to upload an unofficial transcript?**

No, we will be able to obtain your transcript for you.

**I attend/have attended a continuing education program at the University of Calgary. Will you upload an unofficial transcript for me?**

No, we cannot access transcripts from the Continuing Education department. You will have to upload an unofficial transcript through your Student Centre.

**My post-secondary institution already sent you my official transcript. Can you upload it as an unofficial transcript for me?**

No, we will not upload transcripts for you. You will still have to upload an unofficial transcript through your Student Centre.

**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.

**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 have questions, please contact [law@ucalgary.ca](mailto:law@ucalgary.ca)

**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](mailto:law@ucalgary.ca) with your name, UCID number, the institution name, and dates you attended, *e.g.* September 2010-June 2012.

**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 we will need to contact you to request an updated unofficial transcript be uploaded.

**I am a current student. Can I upload my unofficial transcript before January 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 academic standing with the institution up to December 31 on the transcript.

**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 academic standing 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](mailto: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](mailto: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.

**Can I upload my WES document as my unofficial transcript?**

Yes, we accept WES.

**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.

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