

## UCalgary Law – Official Transcript FAQs JD Admissions

**Official transcripts will only be required for applicants who have been admitted and paid their deposit.**

*It is the applicant's responsibility to check their to-do list on their Student Centre to see what official transcripts are required and to ensure that all official transcripts have been received by Law Admissions by the deadline date provided.*

### **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.

### **When do I submit an official transcript?**

Official transcripts will be required for applicants who have been admitted and paid their deposit only.

### **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.

### **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 attended the University of Calgary. Can you upload my official transcript for me?**

Yes, we can access and upload your University of Calgary official transcript for you.

### **I applied to the JD program last year and provided an official transcript at that time.**

#### **Do I have to provide a new official transcript?**

Yes, you will have to provide a new official transcript.

## **Where should official transcripts be sent to?**

Your post-secondary institution can either mail us a hard copy of your official transcript or send us your official transcript digitally.

Official transcripts can be sent from the institution by **email** to: [jdtranscripts.law@ucalgary.ca](mailto:jdtranscripts.law@ucalgary.ca)

Official transcripts can be sent from the institution by **mail/courier** to:

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

Please note: if transcripts are sent to our central enrolment services (i.e. not addressed to Law Admissions, MFH 2380), there is no guarantee that they will be forwarded to us. Make sure to include Law Admissions MFH 2380 in the address.

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

No, transcripts must be sent by the institution, not the applicant. The PDF copy you have is considered unofficial.

## **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, get delivered to shipping and receiving, who then sort and deliver 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.

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