

## UCalgary Law – Official Transcript FAQs JD Admissions

### **Why did you change the transcript requirement?**

The use of uploaded unofficial transcripts in assessments for Fall 2021 was a temporary pandemic measure, to ensure that assessment timelines are not negatively impacted. We are returning to our usual official transcript process as of the Fall 2022 application cycle.

### **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 (and other supporting documents) 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.

### **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 previously provided an official/unofficial 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. Please note that we cannot use an unofficial transcript from the Fall 2021 application cycle for the assessment of a reapplication.

### **I am a current student. Will my application be “pre-assessed” if I send an official 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, sending your transcript too early may have the opposite effect: the assessment may be delayed because you will need to provide an updated 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 send my transcript before January?**

No, you must wait until January to provide your 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.

### **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.

### **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.

Digital transcripts are considered official if sent directly by the issuing institution to law@ucalgary.ca, through the ApplyAlberta network, or 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.

We can accept them if the transcripts are complete, individually sealed in the institution's envelopes, and are no more than one year old, *i.e.* printed no earlier than September 1, 2020 for the Fall 2022 application cycle.

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. There are a lot of applicants sending us transcripts, many of whom previously attended multiple postsecondary institutions, so there is 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. There are a lot of applicants sending us transcripts, many of whom previously attended multiple postsecondary institutions, so there is 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](mailto: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.