

STUDENT INFORMATION

Student ID: _____ Date of Birth: _____
Last Name: _____ First Name: _____
Former name(s): _____
Email: _____ Phone: _____
Current Mailing Address: _____
City/town: _____ Province: _____ Postal Code: _____

OFFICIAL TRANSCRIPT REQUEST

Program Name: _____

Please select if you require us to issue your official transcript after the end of the term once final grades have been entered:

Entry of all marks

Official Transcripts will be issued through MyCreds platform to the personal email account provided on this form within 5 business days.

A fee of \$12 will be charged within the platform each time a document is shared with a recipient or downloaded as a PDF file. Transcripts should only be requested if you require a copy or if you need to share externally outside of Bow Valley College.

Transcripts will be issued automatically to all new College graduates upon official graduation from an accredited post-secondary program and do not need to be requested using this form.

PARCHMENT REPLACEMENT REQUEST

Cost of Parchment Replacement: \$50 and will be processed and mailed within 15 business days from receipt of the request.

Completed Program: _____

Graduation/Completion year: _____

STUDENT AUTHORIZATION

Student Signature: _____ Date: _____

INTERNAL USE ONLY Processed by: _____ Date Received: _____

Consent Regarding My Personal Information

The personal information collected on this form or in conjunction with this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta) and the Post-secondary Learning Act (Alberta). This personal information is required to administer my enrolment in courses at Bow Valley College (the "College").

For more information regarding the collection or use of your personal information,

contact the Office of the Registrar at 345-6th Avenue SE, Calgary, Alberta, T2G 4V1. Phone 403-410-1400 or toll-free in Alberta 1-866-428-2669. I hereby consent to the collection and disclosure of my personal information as described above.

Important Transcript Information for Students

How do I request a copy of my official transcripts?

You can request an official transcript by completing the Request for Official Transcripts form and sending it to records@bowvalleycollege.ca

What is an Official or Unofficial Transcript?

Official Transcript

An official transcript is a detailed record of your complete academic history at Bow Valley College that includes an authorized signature. An official transcript is issued as a secure digital document that you can share with any recipient of your choice.

Unofficial transcript

An unofficial transcript is an unofficial copy of your academic history at the college. It can be printed off directly from your MyBVC account.

How long does it take for me to get my transcripts if I am graduating?

It may take up to 8 weeks* from your course end date in your program to finalize your graduation request. This is the same for all students, both domestic and international.

The time period in which you request your transcripts is extremely important. If you request transcripts in the middle of the semester, your grades for that course will not be reported and the grades on your transcript will only say "in progress." Your grades will only appear at the end of the term when your final grades have been entered. Final grades are entered 5-7 business days after the end date of each course.

Is there any reason why the College would not release my transcripts?

Please note that if you have any outstanding fees to the College you will not be able to request any official documents. You will need to clear up your outstanding student account before they will be issued. Please contact the Office of the Registrar at 403-410-1400 if you have any questions about your student account.

Is there any reason I would not receive my transcripts?

If your personal email address, date of birth, or other relevant information in your student file is incorrect, there may be a delay in releasing your transcripts. Please contact records@bowvalleycollege.ca or visit the Office of the Registrar if you believe the information in your student file may be incorrect.

What if I have any questions?

If you have any questions about your official student record, please email records@bowvalleycollege.ca

** Timelines for releasing transcripts will be shorter for Practical Nurse Diploma program graduates applying to the CLPNA*