

Request for Official Transcripts



STUDENT INFORMATION

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

OFFICIAL TRANSCRIPT REQUEST

Program Name:

- 1 copy 2 copies
- Mail to home address – sent within 5 business days
- Rush Transcript Order- \$20 Rush Transcript Fee will be assessed. Transcripts will be available the next business day after 2:00pm.
- Pick-up in Person (*only available for rush requests only*)
- Mail to institution or organization (e.g. University, licensing board, employer,etc.) - sent within 5 business days

Name of Destination: _____
Street Address: _____
City/Town: _____ Province: _____
Postal Code _____ Phone: _____

Please select if you require us to send transcripts after the end of the term or after Graduating/Completing your program of study.

- Entry of all marks Graduation/Completion of program

PARCHMENT REPLACEMENT REQUEST

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

Program Name: _____ Graduation/Completion year _____

STUDENT AUTHORIZATION

Student Signature: _____ Date: _____

INTERNAL USE ONLY Processed by: _____ Date Received: _____

White copy – Office of the Registrar; Yellow Copy – Student

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.

How do I request a copy of my official transcripts?

You can request an official transcript by completing the Request for Official Transcripts:

What is an Official or Unofficial Transcript?

1. What is an Official Transcript?

An official transcript is the colleges certified statement of your academic record. The official paper transcript is printed on security paper and contains the college seal and signature of the College Registrar. It includes all courses taken, grades received, and all credentials that may have been earned at the college.

2. 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?

If you are graduating from your program, the normal processing **time of 5 business days** does not apply. 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 wouldn't receive my transcripts?

If your contact information (including 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