

Online Learning and Continuing Education Transcript Request

Office of the Registrar | uab.ca/ask

Students can use Bear Tracks for unofficial transcripts. This form is **only** for students who cannot access Bear Tracks.

This is not an Undergraduate/Graduate transcript request form. Undergraduate and Graduate transcript request form is located at: www.ualberta.ca/registrar/records/transcripts.

Transcripts will not be issued if you have outstanding accounts with any University of Alberta Department.

Instructions: Use a separate form for each request and submit completed form to the Student Service Centre at uab.ca/ask.

Student ID Number

Personal Information

Legal First Name		Legal Last Name		Legal Former Last Name (if applicable)		Date of Birth (MM/DD/YYYY)	
Mailing Address			City/Town	Province/State	Postal/ Zip Code		Country
Phone	Cell	Work	Home	Email Address			

Do you want the above address updated in our database? Yes No

Program Recently Attended	Last Year Attended
---------------------------	--------------------

Transcript Request Information

Transcripts are sent by regular mail at no charge.

Mail transcript to the address indicated above.

Number of transcripts required: 1 2 3 4 5

Mail transcript to the address indicated below:

Recipient Name							
Mailing Address		City/Town	Province/State	Postal/ Zip Code		Country	

Transcripts may be released to a third party only if the student submits written authorization.

Declaration and Student's Signature

By signing this request, I understand that misrepresentation or attempts to obtain official documentation under false pretences are serious offences which may result in prosecution under the University's Code of Behavior and/or the Criminal Code of Canada.

Student's Signature	Date (MM/DD/YYYY)
---------------------	-------------------

Protection of Privacy – Personal information provided is collected in accordance with Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* (the FOIP Act) and will be protected under Part 2 of that Act. It will be used for the purpose of processing student requests for an official transcript of academic records from the University of Alberta. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at enrolmentservices@ualberta.ca. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.