

Office of the Registrar

 F 780.492.7172
 W 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

First Name	Last Name	Former Name (if applicable)	Date of Birth MM/DD/YY
Mailing Address			
City/Town	Province/State	Postal/Zip Code	Country (if outside Canada)
Phone <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home	Email Address		

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

Program Recently Attended	Last Year Attended
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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			
Address			
City/Town	Province/State	Postal/Zip Code	Country (if outside Canada)

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
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Protection of Privacy – The personal information requested on this form is collected under the authority of section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* for the purpose of processing student requests for an official transcript of academic records from the University of Alberta. For information about the collection and use of this information contact the Office of the Registrar at uab.ca/ask. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority.