

Downloading your proof of tuition payment (Account statement)

About your Account Statement

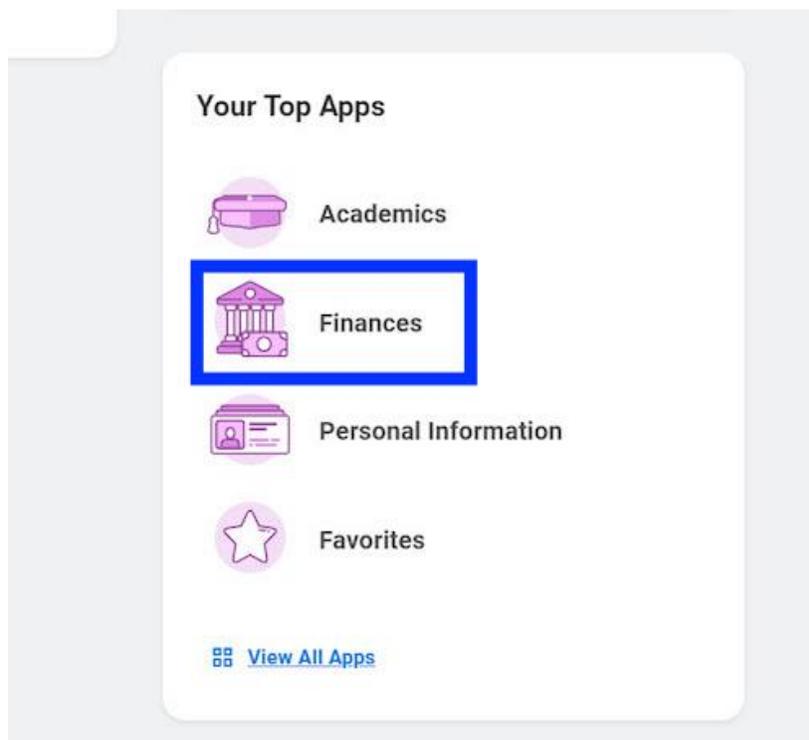
Your Account Statement shows your balance and all transactions, like payments and charges, for one academic period.

You can use your Account Statement as your proof of tuition payment.

How to download your Account Statement

First, go to your Finances App

1. Log into your Workday account at myworkday.ubc.ca.
2. On the right side of the page, in the “Your Top Apps” menu, click the “Finances” app.



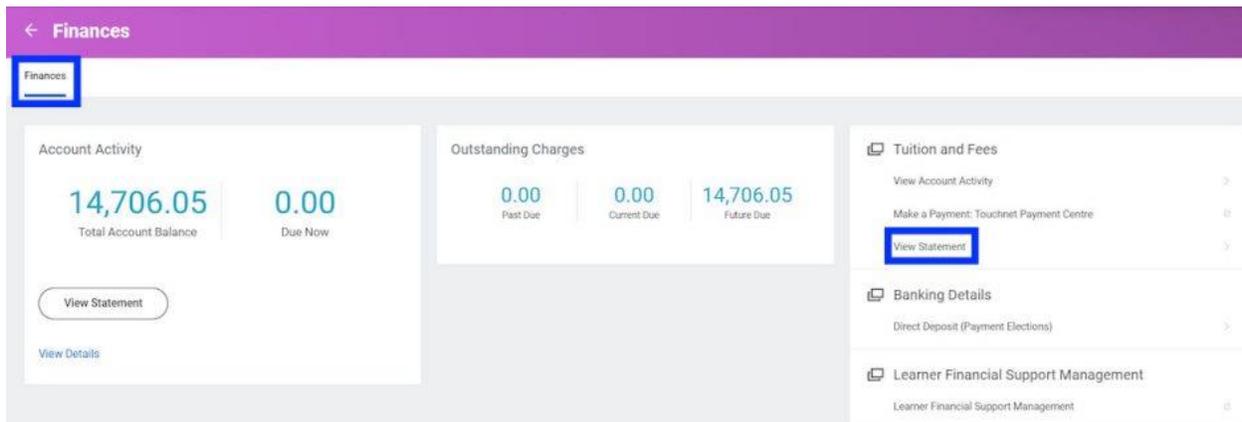
Next, go to your Account Statement

In the Finances app, you will be taken to the “Finances” page by default.

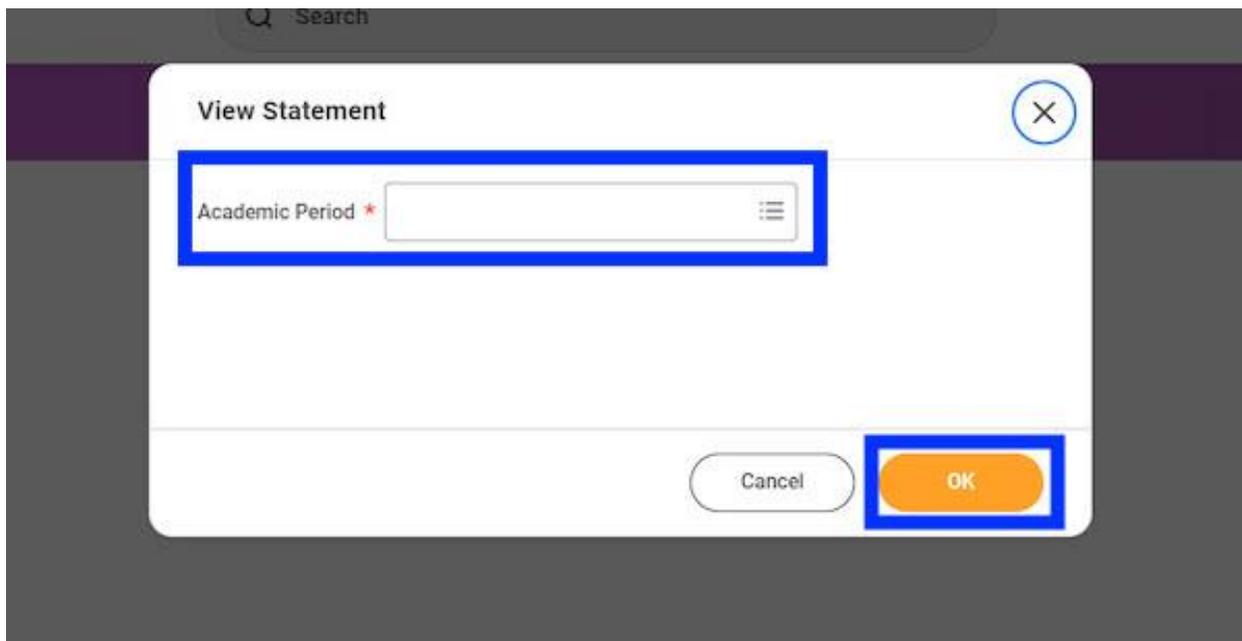
UBC Graduate and Postdoctoral Studies

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1. In the “Tuition and Fees” menu to the right, click the “View Statement” link.



2. A pop-up window will appear on the screen. From the drop-down list, select the academic period you want to generate your Account Statement for. Your Account Statement will show your balance and transaction details only for the selected academic period.
3. Click the orange “OK” button at the bottom right of the window.



Download your Account Statement

1. You'll be brought to a page titled “View Statement”. Click the white “Generate PDF” button to create a PDF copy of your statement.

View Statement 

Student	Tina Demo (REG2222)	Date Range	(2024-09-03-2024-12-06)
Student ID	REG2222	Anticipated Due	9,939.52
Academic Period	2024-25 Winter Term 1 (UBC-V)	Charges	9,939.52
Academic Level	Undergraduate	Applied Payments	0.00
		Anticipated Payments	0.00
		Refunds	0.00

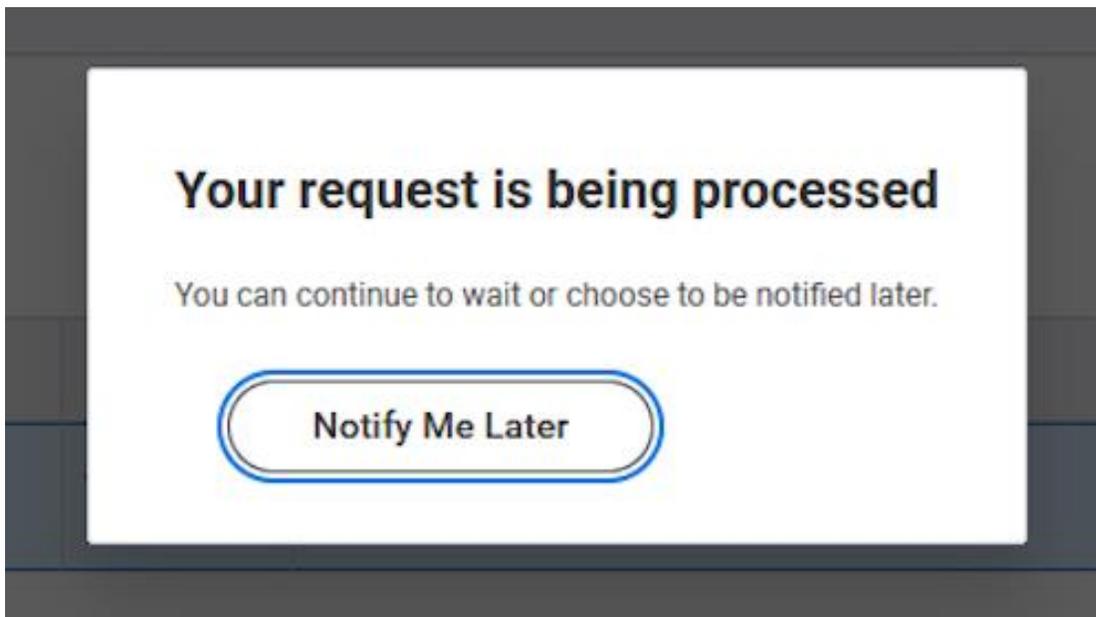
Institution University of British Columbia

Generate PDF View a Different Statement

Charges 30 items

Date	Charge
2024-04-30	U-Pass - December
2024-04-30	New Recreation Centre Fee

2. A pop-up notification will appear, confirming that your request is being processed.



3. Once ready, the PDF version of your statement will appear on your screen. Click on the download icon in the upper right-hand corner to download the document.

Student Statement: Tina Demo (REG2222) - 2024-25 Winter Term 1 (UBC-V).pdf 1 of 3

THE UNIVERSITY OF BRITISH COLUMBIA Student Financial Details

Academic Period	
2024-25 Winter Term 1 (UBC-V)	
Print Date	
2024-5-23	

Student Information	
Name:	Tina Demo
Student ID:	REG2222
Program of Study:	B.A., Major in Psychology (Vancouver)

Account Summary	
Academic Period:	2024-25 Winter Term 1 (UBC-V)
Student Charges:	\$ 9,939.52
Applied Payments:	\$ 0.00

Additional resources

- [Viewing your financial account activity: Tuition amount and payments](#)