

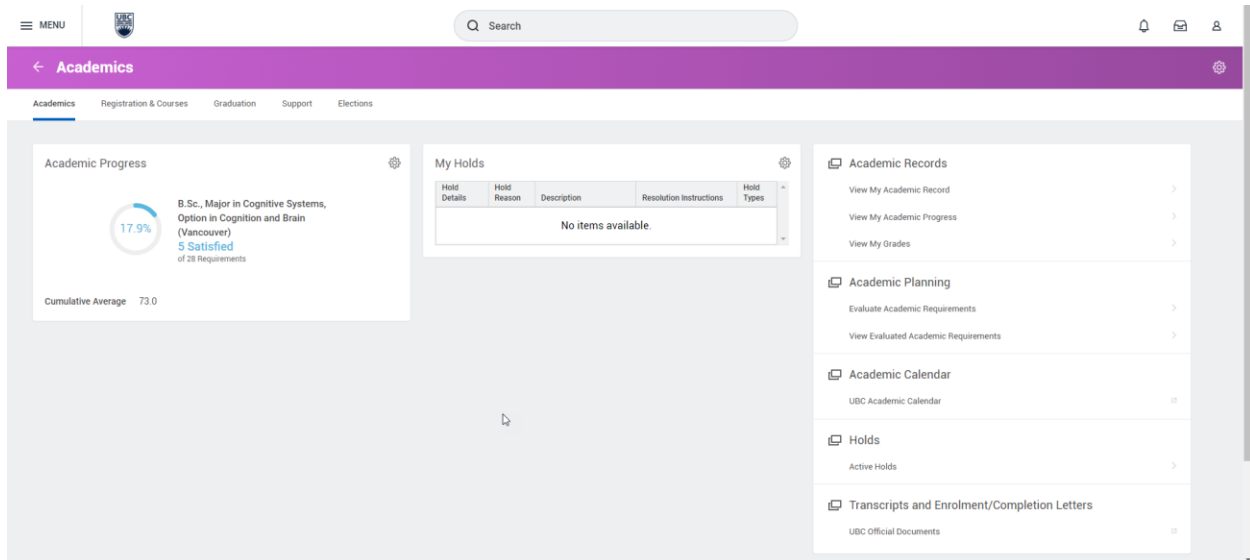
How to Order Official Transcripts

You can access the UBC Official Documents Tool with your Campus Wide Login (CWL) from within Workday, or you can directly log in to the [UBC Official Documents Tool](https://ubc.appiancloud.com/suite/sites/ubc-official-documents) [https://ubc.appiancloud.com/suite/sites/ubc-official-documents].

Instructions

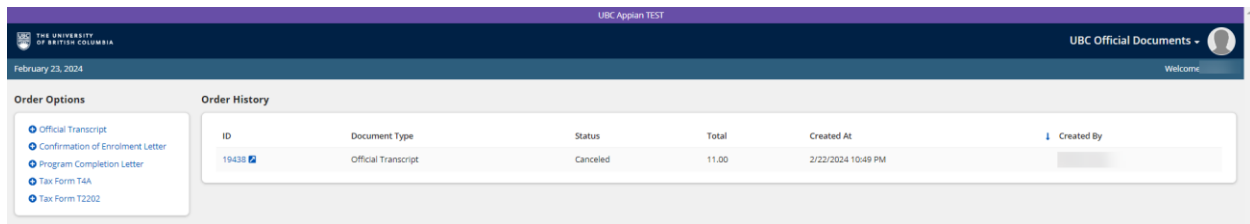
Step 1: Access the UBC Official Documents Portal

On your Academics dashboard, find the link to access the UBC Official Documents (ODMT).



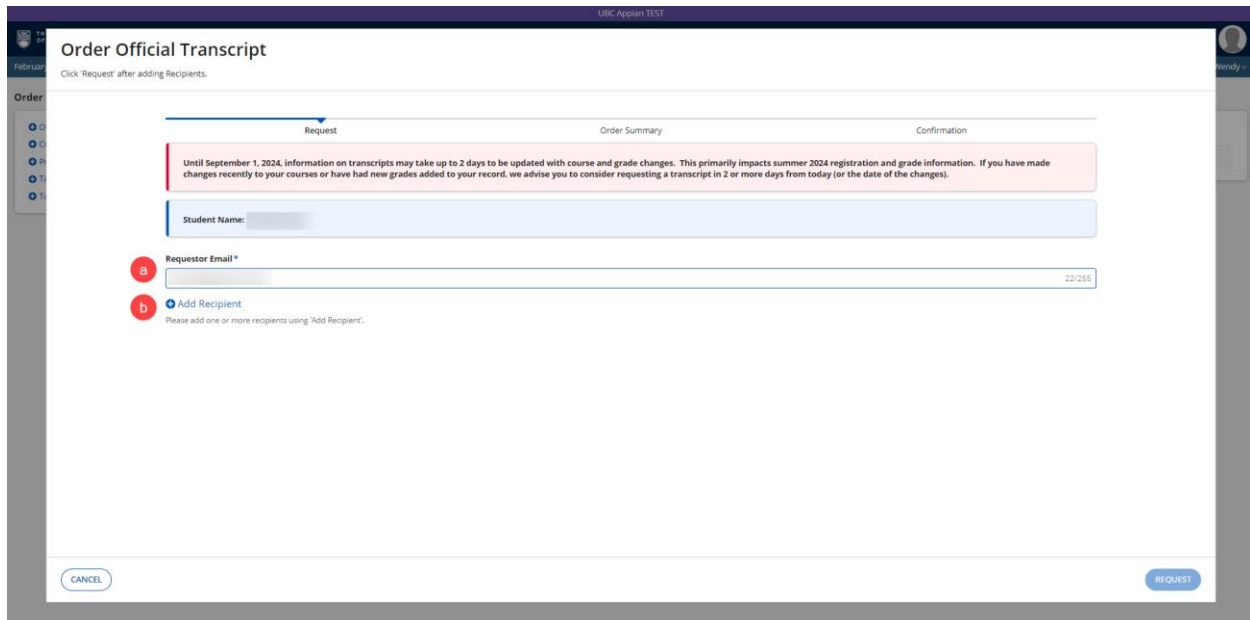
Step 2: Order Official Transcript

In the ODMT student view, select **Official Transcripts** from the left menu.



Order Official Transcripts by entering the following:

- a. Enter the **Requestor Email**
- b. Click **Add Recipient**
- c. Click **Request**



Step 3: Enter the Recipient Details

- a. Select the **Recipient Type**: you can choose either “Institution” or “Other”.
 - Institution allows you to select from the drop-down menu.
 - If you cannot find the institution from the drop-down menu, choose Other to fill in the details manually.
- b. Select the **Institution** from the drop-down menu. Institution details will auto-populate below.

Similar to the current state, some partner institutions allow you to send E-Transcripts (XML) directly through Ed Planner BC. You can select e-Transcript in the Institution drop-down menu.



(e-transcript example)

- c. Select the **Delivery Type**: you can choose either “Print” or “Email PDF.”
- If you choose **Print**, you will need to select the **Delivery Option** and confirm the delivery details. Fill in the **Special Instructions** if applicable.

Delivery Type*
 Print Email PDF

Delivery Option*
 Mail Courier Pickup

Attention

Address Line 1* 23/255

Address Line 2 10/255

City* 10/255

Province* 2/255

Postal Code* 5/255

Country*

Phone Number*

Number of Copies*

Special Instructions

If there are special instructions, transcript delivery may be delayed.

If you choose **Email PDF**, you will need to fill in the **Email** and add **Attention** if needed. Fill in the **Special Instructions** if applicable.

If **Special Instructions** are added, Enrolment Services Records Staff will review the Special Instruction to process the request.

Delivery Type*
 Print Email PDF

Attention

Email*

Special Instructions

If there are special instructions, transcript delivery may be delayed.

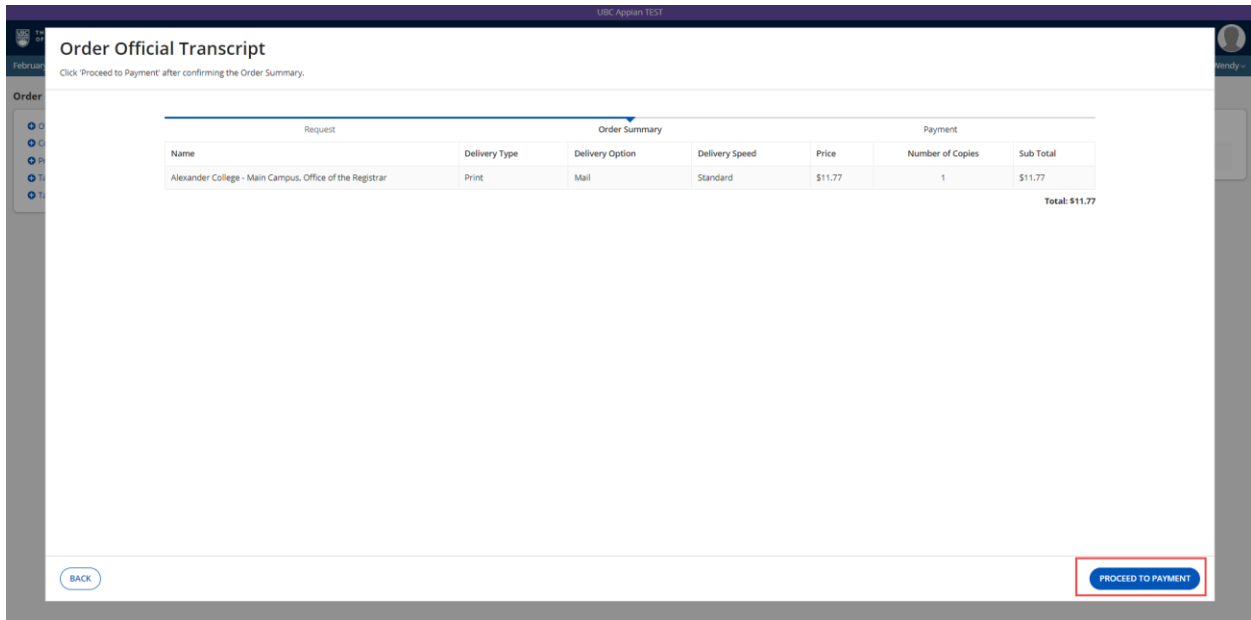
d. Click **Request** at the bottom right of the pop up.

The screenshot shows the 'Order Official Transcript' form with the following details:

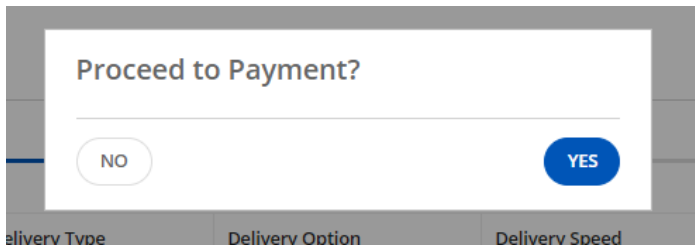
- Recipient 1**
 - a** Recipient Type*: Institution Other
 - b** Institution*: Alexander College - Vancouver Campus
 - c** Delivery Type*: Print Email PDF
 - Delivery Option*: Mail Courier Pickup
 - Attention:
 - Address Line 1*: 101 - 4603 Kingsway (19/255)
 - Address Line 2: (0/255)
 - City*: Burnaby (7/255)
 - Province*: BC (2/255)
 - Postal Code*: V5H 4M4 (7/255)
 - Country*: Canada
 - Phone Number*:
 - Number of Copies*: 1
 - Special Instructions:
 - Price: \$11.77
 - Sub Total: \$11.77
- d** REQUEST button at the bottom right.

Step 4: Proceed to Payment

- a. Review the Details and click **Proceed to Payment**.



- b. Click **YES** to proceed to payment.



- c. A payment page shows up in another window. Enter the **Payment Information** to complete the request.



Payment



Confirmation



Receipt









Payment Information

* Indicates required information

Total: CAD 11.77

Payment Method:*

Account Information

* Indicates required information

Credit Card Type:*

Account Number:*

Expiration Date:*

Security Code:*

[View Example](#)

Name on Card:*

Billing Information

* Indicates required information

Street Address 1:*

Street Address 2:

City:*

d. Review the confirmation details after the payment.

Request Order Summary **Payment**


Payment Success

ID: 19471 [View Order](#)
Click the link above to view your order.

Payment Status: Completed

Payment Amount: 11.77

Payment Reference Number: 1708726663

Payment Date:  February 23, 2024