



Ordering official transcripts and downloading unofficial transcripts

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Overview

If you are a current or former UBC student, you can *order official transcripts* and *download unofficial transcripts* of your academic record at UBC using the Official Documents Management tool (ODMT), which is accessible through Workday.

To order an official or unofficial transcript, access the UBC Official Documents tool from [Workday](#). If you don't have a Workday account, log into the [UBC Official Documents Tool](#) directly.

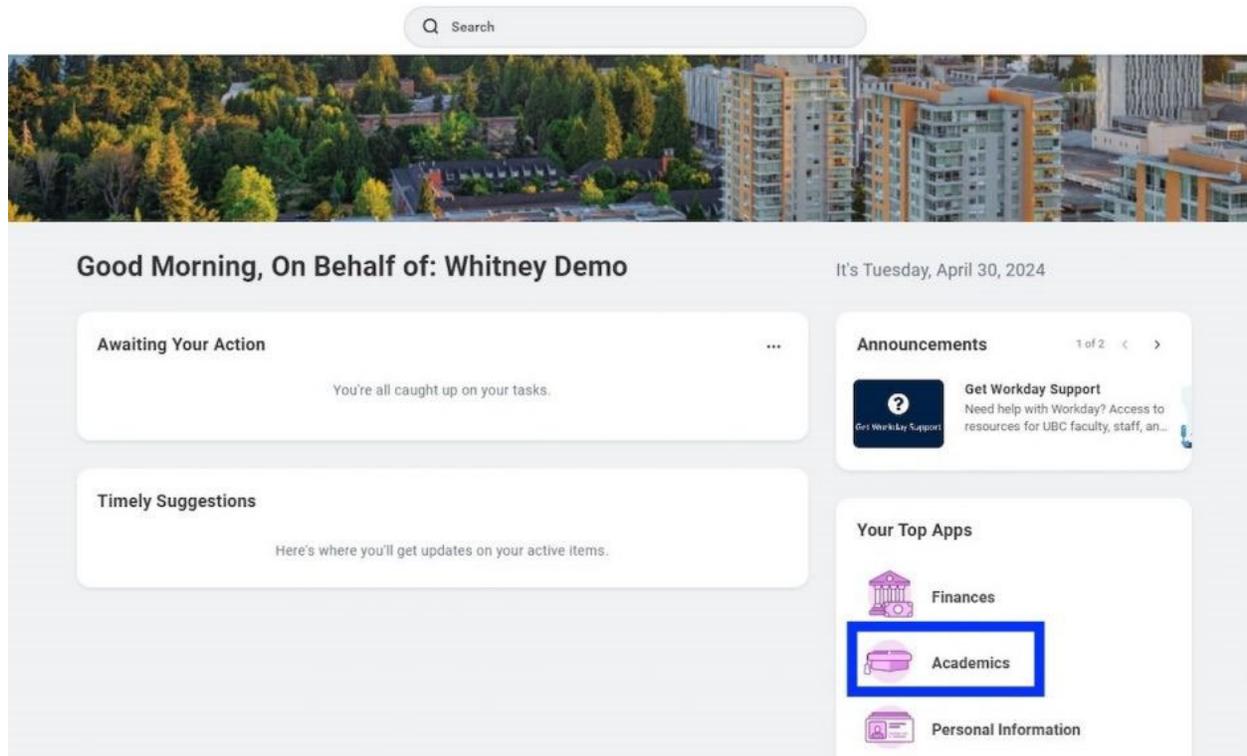
Note: If you are logging into the UBC Official Documents tool for the first time, you might have to wait 30 minutes for your information to sync before you can proceed with the order.

Learn more about [ordering official and unofficial transcripts](#).

How to order official transcripts and download unofficial transcripts

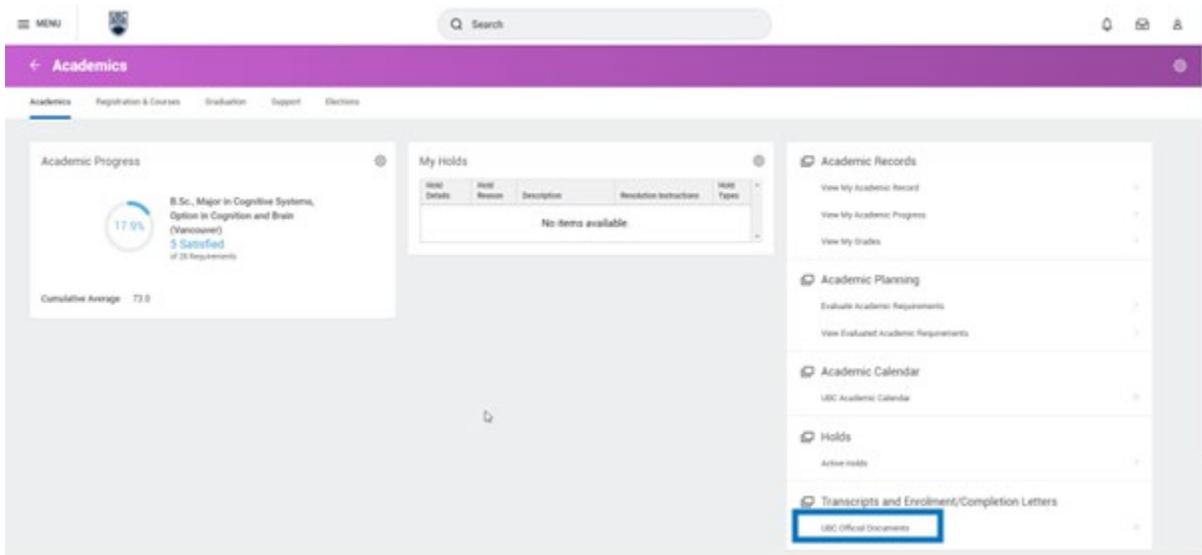
First, go to your Academics app

1. Current UBC students, log into your Workday account at myworkday.ubc.ca. If you are a former UBC student and don't have a Workday account, log into the on the [UBC Official Documents tool \(ODMT\)](#) directly and skip to [ordering an official transcript](#) or [downloading an unofficial transcript](#).
2. Click the "Academics" tab in the "Your Top Apps" menu.



Next, go to UBC Official Documents Management tool (ODMT)

In the "Transcripts and Enrolment/Completion Letters" menu, click the "UBC Official Documents" link to open the UBC Official Documents tool.



Proceed to the next step for instructions on ordering an official transcript, or skip to [downloading an unofficial transcript](#).

Ordering an official transcript

In the UBC Official Documents tool, select “Official Transcript” in the “Order Options” menu.





Enter requester and recipient details

1. Enter an email in the “Requester Email” box.
2. Click “Add Recipient”

Order Official Transcript
Click 'Request' after adding Recipients.

Please visit our [website](#) before placing your order for important details and updates!

Request Order Summary Confirmation

Student Number
[Redacted]

Student Name: [Redacted]

Requester Email *
[Redacted] 21/255

Add Recipient
Please add one or more recipients using 'Add Recipient'.

[CANCEL](#) [REQUEST](#)

3. Select “Recipient Type”:

- “Institution allows you to select from a drop-down menu of Institutions. When selected, the institution’s details will populate below.
- If you don’t see the institution that you are looking for, choose ‘Other’ to fill in details manually.

Order Official Transcript
Click 'Request' after adding Recipients.

Please visit our [website](#) before placing your order for important details and updates!

Request Order Summary Confirmation

Student Number
[Redacted]

Student Name: [Redacted]

Requester Email *
[Redacted] 21/255

Recipient 1

Recipient Type *
 Institution Other

Institution *
--- Select an Institution ---

Price: \$0.00 Sub Total: \$0.00

Add Recipient
Please add one or more recipients using 'Add Recipient'.

[CANCEL](#) [REQUEST](#)



Note: Some institutions allow sending E-Transcripts directly to the institution through Education Planner BC. Institutions who have this service, will have “e-transcript” noted beside their name in the dropdown list.

4. Select the “Delivery” type.

- If you select “Print”, select the “Delivery Option” and enter/confirm the delivery details. Fill in “Special Instructions” if applicable.

Delivery Type* Print Email PDF

Delivery Option* Mail Courier Pickup

Attention 0/255

Address Line 1* 1025 Connecticut Ave NW 23/255

Address Line 2 Suite 1103 10/255

City* Washington 10/255

Province* DC 2/255

Postal Code* 20036 5/255

Country* United States of America

Phone Number*

Number of Copies* 1

Special Instructions 0/255

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

- If you select “Email PDF”, fill in the “Email” box and the “Attention” and “Special Instructions” fields as needed.
- If “Special Instructions” are added, Enrolment Services staff will review the instructions when processing the request.

Delivery Type* Print Email PDF

Attention 0/255

Email* 0/255

Special Instructions 0/255

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

5. Review “Print/Email PDF” details and submit the request.

Enter payment details

1. Review order details.
2. Click the “Proceed to Payment” button.

Order Official Transcript

Click “Proceed to Payment” after confirming the Order Summary.

Please visit our [website](#) before placing your order for important details and updates!

Request		Order Summary		Payment		
Name	Delivery Type	Delivery Option	Delivery Speed	Price	Number of Copies	Sub Total
	Email PDF	-	-		-	

Total: [REDACTED]

[BACK](#) [PROCEED TO PAYMENT](#)

3. In the new payment window, enter your payment information.

Payment Confirmation Receipt

THE UNIVERSITY OF BRITISH COLUMBIA

Payment Information * Indicates required information

Total: [REDACTED]

Payment Method: *



Account Information * Indicates required information

Credit Card Type: *

Account Number: *

Expiration Date: *

Security Code: *

[View Example](#)

Name on Card: *

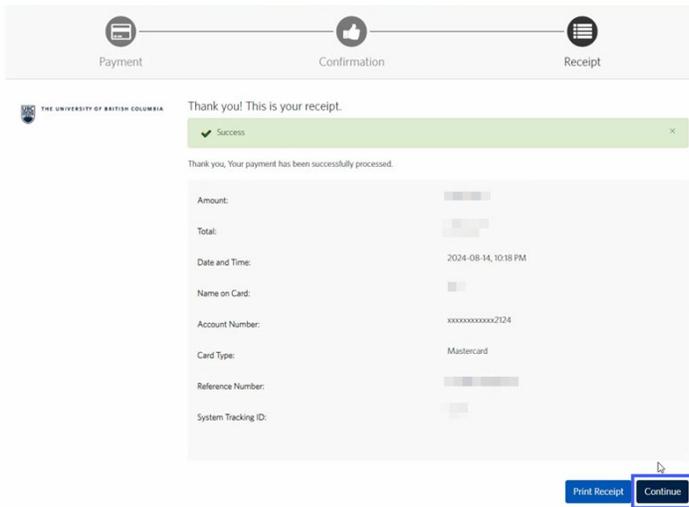
Billing Information * Indicates required information

Street Address 1: *

Street Address 2: *

City: *

3. Review the confirmation details.



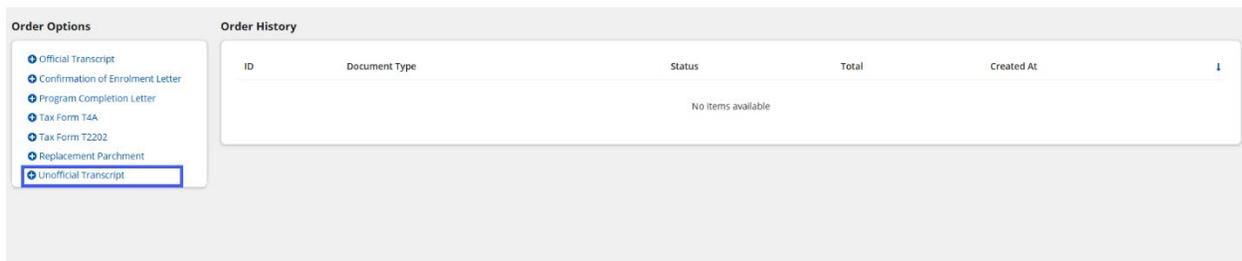
4. Press "Continue", and the "Payment Success" page will be populated. You may click the "ID" link to view the order details.



Downloading an unofficial transcript

Note: Unofficial transcripts are intended for personal use and reference. They do not contain the UBC seal nor the signature of the Registrar.

1. In the "Order Options" menu in the UBC Official Documents tool, click on "Unofficial Transcript".



2. In the "Order Unofficial Transcript" window, enter your student number.
3. Click on the "Request Unofficial Transcript (PDF)" button.



Order Unofficial Transcript

The unofficial transcript is a report of a student's academic record at UBC. It is intended for personal use and reference. It does not contain the UBC seal nor the signature of the Registrar. To request an official transcript, use the Order Official Transcript option.

Request Generate

Student Number

Student Name:

CANCEL

REQUEST UNOFFICIAL TRANSCRIPT (PDF)

- There might be a short delay while the transcript is being generated. Wait a moment before click the "Generate Unofficial Transcript (PDF)" button.

Order Unofficial Transcript

The unofficial transcript is a report of a student's academic record at UBC. It is intended for personal use and reference. It does not contain the UBC seal nor the signature of the Registrar. To request an official transcript, use the Order Official Transcript option.

Request Generate

Your request has been added to the document service queue. Please wait for a few seconds before clicking 'Generate Unofficial Transcript (PDF)'.

CLOSE

GENERATE UNOFFICIAL TRANSCRIPT (PDF)

- Click the PDF icon to download.

Order Unofficial Transcript

The unofficial transcript is a report of a student's academic record at UBC. It is intended for personal use and reference. It does not contain the UBC seal nor the signature of the Registrar. To request an official transcript, use the Order Official Transcript option.

Request Generate

Download Unofficial Transcript (PDF)

CLOSE