

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 <u>Workday</u>. If you don't have a Workday account, log into the <u>UBC Official</u> <u>Documents Tool</u> 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

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

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Good Morning, On Behalf of: Whitney Demo	It's Tuesday, April 30, 2024	
Awaiting Your Action	Announcements 1 of 2 <	>
You're all caught up on your tasks.	Get Workday Support Get Workday? Acc resources for UBC faculty, sta	ess to íff, an
Timely Suggestions	Your Tan Anne	
Here's where you'll get updates on your active items.		
	Finances	
	Academics	
	Personal Information	

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.



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Proceed to the next step for instructions on ordering an official transcript, or skip to <u>downloading an unofficial transcript</u>.

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 Offi Click 'Request' after add	cial Transcript		
	Please visit our website before placing your order for importan	t details and updates!	
	Request	Order Summary	Confirmation
	Student Number		
	Student Name:		
	Requestor Email *		
	No PERSON		21/255
	Add Recipient Please add one or more recipients using 'Add Recipient'.		
CANCEL			

- 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.

Please visit our website before placing your order for importan	t details and updates!	
Request	Order Summary	Confirmation
Student Name:		
Requestor Email *		21
Recipient 1		
Recipient Type * S Institution Other		1
Institution *		
	Price: \$0.00	Sub Total: \$ 0.00
Add Recipient		



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.

	Mail Courier Pickup			
				0/255
	Address Line 2		City*	
23/255	Suite 1103	10/255	Washington	10/255
	Postal Code *		Country *	
2/255	20036	5/255	United States of America	3 7 0
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	23/255 2/255	Address Line 2 23/255 Suite 1103 Postal Code • 2/255 20036 Number of Copies • 1	Address Line 2 Address Line 2 23/255 Suite 1103 Postal Code * 2/255 Number of Copies * 1 1	Address Line 2 City* 23/255 Suite 1103 10/255 Vashington Country* 2/255 20036 5/255 United States of America Number of Copies* 1

- 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 *	
O Print O Email PDF	
Attention	
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Email*	
	0/255
Special Instructions	
	0/255
If there are sherial 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.

yment' after confirming the	ipt 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					

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

Payment	Confirmation	Receipt
THE UNIVERSITY OF BRITISH COLUMBIA	Payment Information	* Indicates required informatic
	Total:	
	Payment Method:"	Credit Card 👻
	TRANSPORT	54
	Account Information	* Indicates required information
	Credit Card Type:*	Select a Credit Card Type 👻
	Account Number:*	
	Expiration Date:"	02 🔹 2024 👻
	Security Code:*	
	Name on Card."	View Example
	Billing Information	* Indicates required informatic
	Street Address 1:"	
	Street Address 2:	

3. Review the confirmation details.



Payment	Confirmation		Receipt
THE UNIVERSITY OF BRITISH COLUMBIA	Thank you! This is your receipt.		
	✓ Success		×
	Thank you, Your payment has been successfully processed.		
	Amount:		
	Total:		
	Date and Time:	2024-08-14, 10:18 PM	
	Name on Card:		
	Account Number:	20000000002124	
	Card Type:	Mastercard	
	Reference Number:		
	System Tracking ID:		

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

	Request	Order Summary	Payment
Payment Success			
D	19471 🜌		
	Click the link above to view your order.		
ayment Status	Completed		
ayment Amount	The second se		
Payment Reference Number	1708726663		
Payment Date	m May 1 2025		

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".

Official Transcript ID Doc					
Confirmation of Enrolment Letter Program Completion Letter	ument Type	Status No items available	Total	Created At	1
Tax Form T4A Tax Form T2202 Beplacement Parchment					
O 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

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

o the document service queue. I	Please wait for a few	seconds before clicking 'Ge	nerate

5. Click the PDF icon to download.

'der Unofficial Transcript inofficial 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 sign egistrar. To request an official transcript, use the Order Official Transcript option.	
Request	Generate
Download Unofficial Transcript (PDF)	
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