

Request for Official OUC Transcript



If you cannot provide your student ID number a copy of your photo ID will be required.

Payment for each request must be made before a transcript will be issued. Please allow 7 to 10 working days for processing and up to 14 days during the first two weeks of a term.

Student Number: _____ Date of Birth (mm/dd/yy): ____/____/____

Name: _____

Street: _____ City: _____

Postal Code: _____ Province: _____

Previous Name (if applicable): _____

Name of program(s) attended: _____

First semester attended: _____ Last semester attended: _____

Current phone number: (____)____-_____

Email address: _____

Please prepare _____ copies of transcript(s) \$20 for the first transcript Express delivery service*
(\$10 per additional transcript ordered during the same transaction)

Submit completed form (with photo ID, if required) and payment using the following options:

- Fax (250) 862-5466: credit card
- Mail: cheque or money order
- In Person: cash, cheque, money order, credit card

Transcripts will be mailed to me at the above address unless otherwise noted (below)
(use one request for each destination)

Name: _____ Department: _____

Street: _____ City: _____

Postal Code: _____ Province: _____

* **Express delivery service is available upon request. Additional fees will be assessed for this service based upon courier rates.**

All OUC Transcripts are processed at the Kelowna Campus.

Registrar's Office
1000 KLO Road
Kelowna, BC V1Y 4X8

Credit Card Number: _____ Expiry Date: _____

CVV: _____ Visa _____ Master Card _____ American Express
(3 digits on back of card) (4 digits on front of card)