

Request for Official OUC Transcript



If you cannot provide your student ID number a copy of your photo ID will be required. **Note: This form will not be accepted via email.**

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 (payable to Okanagan College)
 - In Person: cash, credit card, cheque or money order (payable to Okanagan College)
- This form will not be accepted via email***

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)