

<p style="text-align: center;">Columbia College Information Sheet: Transcript / Statement of Grades Requests</p>

Who to contact?

- Front Administration
(403) 235-9300
802 Manning Road NE, Calgary, AB, T2E 7N8
- Form can be pulled off of the Columbia College website
URL: <http://www.columbia.ab.ca/>

What is an official transcript?

- An official transcript shows when you attended Columbia College, what program you were enrolled in, what courses you took and your final marks.
- Official transcripts are usually used to apply to another institution and must be sent directly from Columbia College to the institution you are applying to. Please contact the institution if you are planning on delivering the official transcript yourself to make sure they will accept it from you directly.
- For Academic Upgrading students (Grade 10 to 12), an official transcript must be ordered through Alberta Education. A transcript from Columbia College for Academic Courses (Grades 10 to 12) is not considered official.
- Professional Program students wanting to apply for further education at another institution primarily order official transcripts.
- Transcripts are not distributed to students who attended either ESL or Academic Upgrading. A Statement of Grades will be provided upon request in place of a transcript.
- Nursing Refresher students need to apply for transcripts through Grant MacEwan.

What is an unofficial transcript?

- An unofficial transcript shows the same information as an official transcript (when you attended Columbia College, what program you were enrolled in, what courses you took and your final marks). The difference between the two is in the use and fee.
- One might want an unofficial transcript to confirm registration or graduation from Columbia College, but not for the purpose of applying to another institution. An unofficial transcript might be used in the case of confirming graduation for employment purposes (Please check with your employer before ordering transcripts. Some employers require official transcripts.)
- When ordering an unofficial transcript, please be sure that the accepting organization/institution will use this document for the purpose you need it for.
- Unofficial transcripts can be ordered by students from professional programs
- Transcripts are not distributed to students who attended either ESL or Academic Upgrading. A Statement of Grades will be provided upon request in place of a transcript.
- Nursing Refresher students need to apply for transcripts through Grant MacEwan.

What is a statement of grades?

- A statement of grades shows what courses you took at the college, when you took the courses and your final marks.
- A statement of grades is not a transcript. Please make sure the accepting organization/institution will use this document for the purpose you need it for.
- Statement of Grades are usually ordered by English as a Second Language and Academic Upgrading students needing a record of the courses they took at Columbia College, when they attended and what their final marks were.

Fees and Processing Times:

Document	Fee	Processing Times
Official Transcript	\$10.00 per copy requested	3-5 business days
Unofficial Transcript	\$5.00 per copy requested	3-5 business days
Statement of Grades	No Fee	3-5 business days

How do I get my transcript/statement of grades?

- By mail
- Picked up (Picture ID will be required at pick up). **If pick up is required by a third party, written authorization (from the student) and picture ID (from the third party) is required.

**Please be specific on the transcript request form as to how you would like to receive your transcript. If you would like it mailed out, please write down on the request form where you would like it sent and to whom. Each transcript ordered can only be sent to one location.

What forms do I need to complete to request a transcript/statement of grades?

Everyone must complete the Request for Transcripts/Statement of Grades form. This form may be requested from the front administration in building 802 of Columbia College at (403) 235-9300 or can be pulled off the Columbia College website (<http://www.columbia.ab.ca/>).

How do I submit my request?

- In person
- By fax to (403) 272-3805
- By mail to:
Registrar's Office (Transcript/Statement of Grades Request)
Columbia College
802 Manning Road NE
Calgary, AB T2E 7N8

How do I pay for my transcript?

- You can pay by cash or debit if you are coming to the College to make the payment;
- You can pay by money order;
- You can pay for a transcript by filling out the payment section on the request form (if paying by VISA or MasterCard).