

### Personal Information

Current Full Name:	Previous Name (if applicable):	
Date of Birth:	Student Number (if known):	
Current Address:	City and Province:	Postal Code:
Email Address:	Phone Number:	
Program Name:	Major(s)/Minor(s):	Year of Graduation:

### Request to Upload Transcript to MyCreds

☐ **Please upload a copy of my official transcript to MyCreds.**

MyCreds provides students with a one-stop credential wallet to access and securely distribute post-secondary documents at the desire of the learner. Current students can expect an email to their UWinnipeg webmail account when the transcript has been uploaded to MyCreds and is ready for sharing. Students who have not registered in more than one year will receive an email to their personal email address as indicated above.

#### Please Note:

To send this transcript to one or more third parties, the appropriate amount of share credits must be purchased in MyCreds. One (1) recipient of each official transcript costs 1 share credit. One share credit costs \$14 plus tax. If you are unable to make a payment in MyCreds using Visa or Mastercard, please let us know at the time of order to discuss alternate payment options.

### Instructions for Preparation

Final term results are added to a student's record in late January, late May and late August. If there are other results, e.g. Deferred Exams to be included, please specify below. **Select one of the following:**

<input type="checkbox"/> <b>Process immediately</b> (available in approximately 3-5 business days)	<input type="checkbox"/> <b>Hold for Results after</b> <input type="checkbox"/> Fall Term <input type="checkbox"/> Winter Term <input type="checkbox"/> Spring/Summer Term	<input type="checkbox"/> <b>Hold until Convocation in</b> <input type="checkbox"/> June <input type="checkbox"/> October <input type="checkbox"/> February	Special Instructions: _____ _____ _____
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#### \*Please read the terms and sign below before submitting

- Transcripts are normally released to MyCreds within three to five working days. In special cases and during busy periods the time may be seven to ten working days.
- No transcript will be issued until all applicable holds have been removed and all of the student's unpaid accounts with all University departments have been settled.
- This transcript will include all Undergraduate and Graduate courses taken. This does not include courses or programs taken through Professional, Applied & Continuing Education (PACE) program (formerly Division of Continuing Education); the Collegiate, or the English Language Program. Separate requests must be made to each of these areas.

### \*Student's Signature

(Must be signed. Script fonts not permitted)

I, \_\_\_\_\_

have read and understand the above terms.

**For Office  
Use Only:**

Last Term Attended: \_\_\_\_\_  
Date and Initial: \_\_\_\_\_

Notes: \_\_\_\_\_  
Holds: \_\_\_\_\_

[uwinnipeg.ca/transcripts](http://uwinnipeg.ca/transcripts)

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