



THE UNIVERSITY OF BRITISH COLUMBIA

Enrolment Services, Undergraduate Admissions
#2016 - 1874 East Mall, Vancouver, BC V6T 1Z1 Tel: (604) 822-3014 Fax: (604) 822-3599

REQUEST FOR RETURN OF IRREPLACEABLE DOCUMENTS

Last Name: _____ UBC Student/Reference #: _____
 Given Name: _____ Email: _____
 Phone Number: _____ Date: _____

DOCUMENT SUBMISSION

I am requesting that the following irreplaceable document(s) be returned after evaluation: (* Attach additional sheet if needed.)

Document Attached OR Document Previously submitted By mail OR Drop off

Name of Institution or Credential	Document type	Language	Initials Rec'd by:	Initials Verf by:

Comment: _____

RETURN REQUEST

To be picked up after evaluation. Please read the following carefully:

Documentation must be picked up in person with photo identification, or by an individual with written authorization. Documentation must be picked up within twelve months of this request. After that time the Undergraduate Admissions Office will attempt to return unclaimed documents by regular mail to the last address provided. The Undergraduate Admissions office is not responsible for documents lost or damaged enroute.

Date Stamp (Rec'd)

To be returned by regular mail. My address on the UBC Student Service Centre is current and correct. (*The Undergraduate Admissions office is not responsible for documents lost or damaged enroute.)

I understand that only document(s) determined by the UBC Undergraduate Admissions Office to be irreplaceable will be returned to me.

Applicant's Signature: _____ SRIS (pls print): _____

OFFICE USE ONLY - Document Return

Admissions Staff: _____ Date sent to SRIS: _____

Evaluation: ADMT REFU NODE _____

Copy on file: YES No Certified Photocopy

Document returned by mail (Admissions):

Admissions Staff: _____ Date mailed: _____

Document returned by SRIS:

SRIS Staff: _____ Contacted student on: _____

By: Phone Email Letter _____

PICK UP:

Applicants Signature: _____ Date stamp (pick-up): _____

IRREPLACEABLE DOCUMENT CHECKLIST

Purpose: Please use when accepting irreplaceable documents at the Welcome Centre.

- Have applicant fill in non-shaded areas
- Examine documents carefully and review credential descriptions
- Amend the information where necessary *
- Student Resource Clerk must initial the shaded area next to the item received
- Date stamp in designated "Date Stamp" section of form
- Make a photocopy of the completed form and give to the applicant
- Place documents in an appropriately sized manila envelope and write the reference/student # on the envelope
- Staple form to envelope taking care not to staple the irreplaceable documents
- Place documents in designated tray located at the Welcome Centre

***NOTE:** Applicants may be submitting other items along with their Irreplaceable documents. While you may place non-irreplaceable documents in the same manila envelope as the Irreplaceable documents, **do not** list them on the form.

***ALSO NOTE REGARDING CHINESE CREDENTIALS:** Documents provided in the white notarized booklets are not acceptable in any case where an official transcript or translation is *required*, i.e. official original language transcript / bachelor's degree certificate / upper middle school graduation certificate or translations of these. Generally, official translations are provided by the issuing institutions.

SRIS Staff (initial): _____

Applicant (initial): _____