

Irreplaceable Document Drop-Off Form

An irreplaceable transcript may be the only copy available; however, this alone does not qualify it as an official transcript. Our office reserves the right to determine whether a document meets official transcript requirements (i.e. notarized copies, credential evaluations, English proficiency tests are not considered official/irreplaceable).

Date: _____ (MM/DD/YY)

STUDENT INFORMATION

Full Name: _____

Applicant/Student ID: _____

Phone Number: _____

Email Address: _____

Mailing Address:

DOCUMENT DETAILS

Document Type	Name of school or credential	Notes

RETURN PREFERENCE

☐ I will pick up my documents in person. Please note that it may take three to five business days to process your return request.

☐ Please mail my documents back to the address provided above.

ACKNOWLEDGEMENT & LIABILITY WAIVER

I acknowledge that I am submitting original and/or irreplaceable documents to the University of British Columbia (UBC).
I understand that these documents may be difficult or impossible to replace.

While the University will take reasonable care in handling and storing my documents, I agree that UBC is not responsible for any loss or damage except if caused by proven negligence. I accept the risks associated with submitting original documents. If documents are returned by mail, I acknowledge that delivery is handled by a third-party carrier and the University is not responsible for delays or loss.

Student Name (Print): _____

Student Signature: _____

Date: _____ (MM/DD/YY)

OFFICE USE ONLY**RECEIPT OF DOCUMENTS (Welcome Centre staff complete)**

Received By (Staff Name): _____

Staff Initials: _____

Date Received: _____ (MM/DD/YY)

Condition of Documents when received: _____

RETURN OF DOCUMENTS (Admissions Staff complete)

Date Admissions contacted student: _____ (MM/DD/YY)

Contacted by AC name: _____

Method of Return: ☐ Picked up in person at Welcome Centre ☐ Mailed to student

Name of staff who handed over document to student (in person only):

Date Returned: _____ (MM/DD/YY) (Reminder Check ID)

****Student Signature (pickup in person):** _____