



Official Transcript Request

Policy Reference: **AC.3.1**

AA211, Heritage Hall
1301 - 16 Avenue NW
Calgary, AB T2M 0L4
Phone: 403.284.7248
Toll-free: 1.877.284.7248
Fax: 403.284.7112

Email: credentials.transcripts@sait.ca

Please complete sections A to C.

Please note:

- **If you attended SAIT after 1995, order your transcripts online through mySAIT.ca**
- If you attended SAIT prior to 1995 fill out this form completely and you will be contacted for payment
- Apprentice transcripts can only be obtained from the Alberta Apprenticeship and Industry Training Board.
- Allow 7 to 10 business days for processing, in addition to mailing time. Transcripts will not be sent out by email, fax or courier.

A) Personal Information

		Student ID Number	
Last Name	First Name	Middle Name	
Former name(s)		Date of Birth (DD/MM/YY)	
Address		City/Town	
Province	Country	Postal Code	
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business
Email Address		Update Address Yes No	

B) Program Information

Program or course(s)	
Date attended from	Date attended to

C) Addresses for Transcripts to be mailed to

Mailing Address (include name of recipient)	Mailing Address (include name of recipient)
Number of copies	Number of copies

D) Payment Information

<p>Fee: \$10 per copy</p> <p>If you send a request by email or fax, Office of the Registrar will contact you to collect your credit card information. Please note that your request will not be processed until payment is received, so make sure you provide a preferred phone number at which you can be reached.</p> <p>Acceptable forms of payment are Visa, MC, Debit, Cheque, Money Order or Cash. Do not include your credit card information in the email or fax.</p>
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FOIP Statement

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process your request for an official SAIT transcript. If you have any questions about the collection or use of this information, contact the Office of the Registrar's FOIP coordinator at 403.284.8069.

Student Signature	Date
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