



# Credential 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](mailto:credentials.transcripts@sait.ca)

Please complete sections A to C.

Credentials are considered legal documents.

Please use your full legal name. If this is not the name under which you registered at SAIT, you must provide evidence of your legal name (for example, a copy of your birth certificate, marriage certificate, or legal name change).

**Please ensure all of your final grades are visible in mySAIT.ca before submitting your credential request.**

## 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	Date of program completion (DD/MM/YY)
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## C) Credential Request

<p><b>Original credential</b> - Completed 1995 to Present (no charge)</p> <ul style="list-style-type: none"> <li>▪ Certificates, Diplomas, Post Diploma Certificates, Applied Degrees, or Degrees that are awarded in the fall or winter terms will be held for the Spring Convocation Ceremonies.</li> <li>▪ Certificates, Diplomas, Post Diploma Certificates, Applied Degrees, or Degrees that are awarded in the spring or summer terms will be held for the Fall Convocation Ceremonies.</li> <li>▪ <b>Please note:</b> Students not attending the Convocation Ceremony will receive their credential by mail after the Convocation Ceremonies.</li> <li>▪ Certificates of Achievement and Certificates of Completion - will be sent for printing on the 2nd Friday of January, May, July and September.</li> </ul> <p><b>Original</b> - Completed prior to 1995 (\$130 fee)</p> <p><b>Replacement*</b> (\$80 fee)</p>	
*Declaration (Reason for replacement)	
Signature	Date

## D) Payment Information

It can take up to four business days to process requests, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled. Acceptable forms of payment are Pre-authorized debit, Credit card, PayMyTuition (for international students to pay in your home currency), CIBC International Student Pay. Do not include your credit card information in the email or fax. Beginning July 30, 2020 a 2.5% service fee will be charged on all credit card payments and a 1.5% service fee will be added to all Visa Debit and MasterCard Debit transactions. These service fees are non-refundable.

## 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 process your intent to return. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at 403.284.8748.