



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 B.

Please note:

- **If you attended SAIT after 1995, order your transcripts online through mySAIT.ca**
- If you attended SAIT before 1995, fill out this form completely and include a valid email address.
- Apprentice transcripts can only be obtained from the Alberta Apprenticeship and Industry Training Board.
- Allow 7-10 business days for processing. You will receive an email from MyCreds.ca when your official transcript is available on the MyCreds™ online portal.

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 | | | |

B) Program Information

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

How you will receive your Transcript

SAIT will issue all official transcripts on MyCreds™ – Canada’s digital document wallet in a secure digital format. MyCreds™ is the official online document sharing system of the Association of Registrars of the Universities and Colleges of Canada (ARUCC).

Documents issued through MyCreds™ are certified, official, and can be securely shared with other educational institutions, employers, and other third parties. MyCreds™ allows you access to your documents and share them as often as you need.

When your transcript is available, you will receive an email from MyCreds™ including a link to register and activate your account. You can pay and share your transcript on MyCreds™.

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 FOIP Coordinator at 403.284.8748.

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|