



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

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	Date of program completion (DD/MM/YY)
Program	

C) Credential Request	
<p>Original Credential - Completed 1995 to Present (no charge)</p> <ul style="list-style-type: none"> You do not need to use this form if you completed your program within the last two years. Please apply to graduate to be added to our graduation communication list and receive your credential. If you just recently graduated and your application to graduate has been submitted, your credential will be presented during the appropriate convocation ceremony — you do not need to use this form. Please note: Students not attending the Convocation Ceremony will receive their credential by mail after the Convocation Ceremonies. If you require a Completed Certificate of Achievement 1995 to Present or a (\$80 fee) Certificate of Completion completed after 2020, please contact conedadvising@sait.ca. <p>Replacement - Completed 1995 to Present (\$80 fee)</p> <ul style="list-style-type: none"> Replacement requests are processed midway through each month. Both your physical parchment and digital credential will be sent out within 6-8 weeks after the reprint date. We cannot issue a digital copy only. If you graduated in June of 2021 or later, your digital credential is in your MyCreds wallet and is free to share or download. <p>Original or Replacement - Completed prior to 1995 (\$130 fee)</p> <p>Rush Replacement - Completed before or after 1995 (\$250 fee)</p> <ul style="list-style-type: none"> This service is not available for bachelor's degrees. Your physical parchment and digital credential will be issued and sent within 10 business days after we receive your request. 	
*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 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 collected through this form is for processing your Credential Request. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact FOIP Coordinator at Southern Alberta Institute of Technology at 1301 16 Avenue NW, Calgary, AB T2M 0L4 or by email at foip.coordinator@sait.ca.