



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

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

C) Credential Request

<p>Original credential - Completed 1995 to Present (no charge)</p> <ul style="list-style-type: none"> 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. 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. Please note: Students not attending the Convocation Ceremony will receive their credential by mail after the Convocation Ceremonies. Certificates of Achievement and Certificates of Completion - will be sent for printing on the 2nd Friday of January, May, July and September. <p>Original - Completed prior to 1995 (\$125 fee)</p> <p>Replacement* (\$75 fee)</p>	
*Declaration (Reason for replacement)	
Signature	Date

D) Payment Information

<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>
--

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 a SAIT credential. If you have any questions about the collection or use of this information, contact the Office of the Registrar' FOIP coordinator at 403.284.8069.