



# 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](mailto: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 Phone Number	Home Cellular Business	Alternate Phone 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><b>Fee: \$20 per share</b></p> <p>It can take up to five business days to process requests, at which time, you will receive an email from MyCreds. You will need to make a credit card payment (Visa or MasterCard) directly through MyCreds to purchase share credits. At least one share credit must be purchased to view and share your transcript with yourself or a third party the first time. Additional share credit are required each time you need to share your document and/or when your document is updated. Review <a href="#">how to access an official SAIT transcript</a> to learn about paying for and accessing your documents through MyCreds.</p>
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**POPA Statement**

The personal information collected through the Office of the Registrar and is for used to process your transcript request. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). For questions about the collection of personal information, contact Privacy at [access.privacy@sait.ca](mailto:access.privacy@sait.ca) or by phone: 403.389.2707.

Student Signature	Date
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