

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.

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A)	Persona	Intorn	nation

		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 Hom Cellu Busin	ılar	Alternate Phone Number	Home Cellular Business	
Email Address			Update Address Yes No	
B) Program Information			,	
Program		Date of program completion (DD/MM/YY)		
C) Credential Request				
Original credential - Completed 1995 to Present (no charge)  You do not need to use this form if you completed your program in the last two  If you just recently graduated, your credential will be presented during the appr  Please note: Students not attending the Convocation Ceremony will receive the  If your require a Certificates of Achievement and Certificates of Completion con  Original - Completed prior to 1995 (\$130 fee)	ropriat eir cre	te convocation ceremony - you do not need to edential by mail after the Convocation Ceremon	use this form. ies.	
Replacement* (\$80 fee)  Replacements are requested approximately midway through each month – boodate. We cannot issue a digital copy only.	th you	ur physical parchment and digital credential will	be sent within 6-8 weeks after the reprint	
Rush Replacement* (\$250 fee)  This service is not available for bachelor's degrees.  Your physical parchment and digital credential will be issued and sent within 10	0 busii	ness days after we receive your request.		
*Declaration (Reason for replacement)				
Signature			Date	

## D) Payment Information

The appropriate fee will be added to your mySAIT.ca account when your request is processed. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca or one of our approved online payment methods. Failure to pay will result in the request being cancelled. Review payment options (https://www.sait.ca/tuition-and-financialaid/payment-options) to find our acceptable online payment methods. Do not include your credit card information in the email you will send to the Office of

## **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 Credential Request. If you have any questions about the collection or use of this information, contact the 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.