



# 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](https://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

<b>Fee: \$20 per share</b> 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.
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## 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](mailto:foip.coordinator@sait.ca).

Student Signature	Date
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