



# Credential Request

Policy Reference: AC.2.17

**Student Services**  
MA211, 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: records@sait.ca

Baccalaureate degrees, applied degrees, diplomas, certificates, and certificates of achievement 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 parchment request.**

## Personal and Program Information

SAIT Student ID Number \_\_\_\_\_ Email Address \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Former Name(s) if applicable \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Primary Phone \_\_\_\_\_

Update Address Yes  No  **Please note:** Your credential will be mailed to your permanent address.

Program or Courses \_\_\_\_\_

Date of program/course completion \_\_\_\_\_

I am requesting:

Original credential (no charge)

Replacement credential (\$45 fee) \*A replacement credential will only be issued if the original is lost or destroyed.

Reason for replacement: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your credential will be processed within 20 to 25 working days.

**If you wish to order an official academic transcript, please complete the Transcript Request form, available on mySAIT.ca.**

- If you are requesting your original credential, please submit the completed form to Student Services.
- If you are requesting a replacement credential, please complete the payment portion below, and submit the completed form to Student Services.
- If you are using a method of payment other than Visa or MasterCard, please submit the form to the Cashier's Office, room MC201 on the second floor of the Heart Building.

## Payment Information (if applicable)

Credit Card Payment:  VISA  MasterCard Total fee for replacement credential is \$45

Card Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name of cardholder: \_\_\_\_\_

The personal information you provide on this form is collected under the authority of the Post Secondary Learning Act of Alberta and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process a request for a SAIT credential. If you have any questions about the collection or use of this information, contact the Student Services' FOIP representative at 403.284.8069.