



Customer Services
 MA 211, Heritage Hall
 1301 - 16 Avenue NW
 Calgary AB T2M 0L4
 Phone: (403) 284-7248 or toll free (877) 284-7248
 FAX: (403) 284-7112

PARCHMENT REQUEST FORM

(DEGREE, DIPLOMA, or CERTIFICATE)

*Please ensure that all your grades have been entered on mySAIT.ca
 before submitting your parchment request.*

Personal & Program Information: PLEASE PRINT

Degrees, Diplomas and Certificates 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.)

Student ID Number _____ Birth date _____

Surname _____ First _____ Middle _____

Previous name(s) if applicable _____

Contact – Phone: Home _____ Work _____ Email _____

Address _____

Postal Code _____

Please note: All parchments will be mailed to your permanent address.

UPDATE ADDRESS? YES NO

Programs(s) or Course(s) _____

Date of Program Completion _____ (Parchment will be processed within 20-25 working days)

I AM REQUESTING:

Original Parchment (no charge)

Note: Students enrolled in FULL TIME (DAY) Diploma programs do not have to request their original parchment.

Replacement Parchment (\$45.00) - parchments are only re-issued if lost or destroyed

Reason for Replacement _____

Student Signature _____ Date _____

Payment Options, if applicable:

Replacement Parchment \$ 45.00 (GST included); No charge for the initial "Original Parchment"

Upon completion of this form, please submit to the Cashiers Office (MA211 Heritage Hall) for processing.

Or

Fax to: (403) 284-7112.

Please charge Credit Card (VISA or MasterCard):

Credit Card Type _____ Card Number _____ Expiry _____

Authorized Cardholder Signature _____

The personal information you provide on this form is collected under the authority of the Technical Institutes Act and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 32(c). This information will be used to ensure that the request for parchment is processed appropriately. Any questions concerning the collection of this personal information may be directed to the Customer Services Department (1301-16 Avenue NW, Calgary, AB T2M 0L4) and may be reached at (403) 284-7248.