



Official Transcript Request

Policy Reference: AC.3.1

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

SAIT Student ID Number _____ Alberta Student Number (ASN) _____

Last Name _____ First _____ Middle _____

Former Name(s) if applicable _____ Birth Date _____

Address _____ City/Town _____

Province _____ Postal Code _____ Primary Phone _____

Update Address Yes No Email Address _____

Program(s) or Course(s) _____

Dates Attended _____ to _____

Please note:

- Apprentice transcripts can only be obtained from the Alberta Apprenticeship and Industry Training Board.
- If you attended SAIT after 1995, order your transcripts online through mySAIT.ca.
- Allow 7 to 10 business days for delivery. Transcripts will not be sent out by email or fax.

Electronic Transcripts (undergraduate applications) No charge when sending to the Alberta institutions below.

- | | | |
|--|--|---|
| <input type="checkbox"/> Alberta College of Art + Design | <input type="checkbox"/> Athabasca University | <input type="checkbox"/> Bow Valley College |
| <input type="checkbox"/> Concordia University College (AB) | <input type="checkbox"/> Grande Prairie Regional College | <input type="checkbox"/> Grant MacEwan University |
| <input type="checkbox"/> Keyano College | <input type="checkbox"/> Lakeland College | <input type="checkbox"/> Lethbridge College |
| <input type="checkbox"/> Medicine Hat College | <input type="checkbox"/> Mount Royal University | <input type="checkbox"/> NAIT |
| <input type="checkbox"/> NorQuest College | <input type="checkbox"/> Northern Lakes College | <input type="checkbox"/> Olds College |
| <input type="checkbox"/> Portage College | <input type="checkbox"/> Red Deer College | <input type="checkbox"/> St. Mary's University College (AB) |
| <input type="checkbox"/> University of Alberta | <input type="checkbox"/> University of Calgary | <input type="checkbox"/> University of Lethbridge |

Paper Transcripts

Cost: \$10.00 per copy. Payment **must** accompany request.

Mailing Address (include name of recipient)

Mailing Address (include name of recipient)

Number of copies _____

Number of copies _____

Please include a separate list of printed addresses if sending transcripts to more than two locations.

Signature _____

Date _____

If you are unable to insert your digital signature, please print the completed form, sign it, scan it, and send via email to records@sait.ca.

Credit Card Payment: VISA MasterCard Total fees for transcripts (\$10.00 per copy): _____

Card Number: _____ Expiry Date _____

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 an official transcript. If you have any questions about the collection or use of this information, contact the Student Services' FOIP representative at 403.284.8069.