



Official Transcript Request

Policy Reference: AC.3.1

Student Services
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, scan and email to Student Services for processing.

SAIT Student ID Number _____		Alberta Student Number (ASN) _____	
Last Name _____		First _____	Middle _____
Former Name(s) if applicable _____		Birth Date _____	
Mailing Address _____		City/Town _____	
Province _____	Country _____	Postal Code _____	
Primary Phone _____	Alternate Phone _____	Email _____	
Update Address <input type="checkbox"/> Yes <input type="checkbox"/> No			
Program or Courses _____			
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
- If you attended SAIT prior to 1995 fill out this form completely and include credit card information.
- Electronic Transcripts (Undergraduate applications) No charge when sending to the Alberta institutions listed on the applyalberta.ca website. This applies to students who:
 - attended AFTER 1995
 - have a valid Alberta Student Number (ASN)
 - are sending transcripts to the Office of the Registrar ONLY. Transcript requests going to a specific faculty or person within a faculty cannot be sent electronically (credit card payment is required for a hard-copy transcript to be mailed)
- Allow 7 to 10 business days for processing, in addition to mailing time. Transcripts will not be sent out by email, fax or courier.

Paper Transcripts

Cost: \$10.00 per copy (GST included). 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 _____

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

Payment Information

Credit Card Payment:

VISA

MasterCard

Total fees for transcripts (10.00 per copy): _____

Card Number: _____

Expiry Date: _____

Name on Card _____