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**

Credential Request

Office of the Registrar

Policy Reference: **AC.3.1**

Please complete sections A to C.

Credentials 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 credential request.

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	Date of program completion (DD/MM/YY)

C) Credential Request

Original credential - Completed 1995 to Present (no charge)
- You do not need to use this form if you completed your program in the last two years. Please **apply to graduate** to be added to our graduation communication list.
- If you just recently graduated, your credential will be presented during the appropriate **convocation ceremony** - you do not need to use this form.
- **Please note:** Students not attending the Convocation Ceremony will receive their credential by mail after the Convocation Ceremonies.
- If your require a Certificates of Achievement and Certificates of Completion completed after 2020, contact **conedadvising@sait.ca**.

Original - Completed prior to 1995 ($130 fee)

Replacement* ($80 fee)
- Replacements are requested approximately midway through each month – both your physical parchment and digital credential will be sent within 6-8 weeks after the reprint date. We cannot issue a digital copy only.

Rush Replacement* ($250 fee)
- This service is not available for bachelor's degrees.
- Your physical parchment and digital credential will be issued and sent within 10 business days after we receive your request.

*Declaration (Reason for replacement)

Signature	Date

D) Payment Information

The appropriate fee will be added to your mySAIT.ca account when your request is processed. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca or one of our **approved online payment methods**. Failure to pay will result in the request being cancelled. Review payment options (**https://www.sait.ca/tuition-and-financialaid/payment-options**) to find our acceptable online payment methods. **Do not include your credit card information in the email you will send to the Office of**

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**.