



TRANSCRIPT REQUEST FORM
 Transcripts \$10.00 (GST included) per copy
 Payment must accompany request

SAIT Customer Services
 MA211, Heritage Hall
 1301 16 Avenue NW
 Calgary, Alberta
 T2M 0L4
 Phone: (403) 284-7248
 Toll free (877) 284-7248
 Fax: (403) 284-7112

Please print

APPRENTICE MARKS CAN ONLY BE OBTAINED FROM THE APPRENTICESHIP & TRADE CERTIFICATION BOARD IN EDMONTON.

Student ID number _____
 Surname _____ First _____ Middle _____
 Previous name(s) if applicable _____ Birthdate _____
 Telephone Numbers Home _____ Business _____
 Address _____
 _____ Postal Code _____
 Update address Yes No Email Address _____
 Programs(s) or Course(s) _____

 Dates attended _____ to _____

\$10.00 per complete copy. Payment must accompany request

Total number of transcripts required _____
 _____ Transcript to be Mailed, OR
 _____ Transcript to be picked up (5 - 7 working days) Picture I.D. Required

Mailing address(es) for transcripts:

#1 _____	#2 _____
_____	_____
_____	_____
_____	_____

Number of copies _____ Number of copies _____

If transcripts are to be mailed to additional addresses, please enclose a separate list of printed addresses.

Instructions - please check below

- ___ Prepare immediately (please allow 5 - 7 working days for processing)
- ___ Hold until records have been evaluated and updated to indicate awarded diploma/certificate.
- ___ Hold until all marks are submitted, must specify: _____
- ___ OTHER _____
- ___ Payment with Credit Card (Visa or MasterCard)
 Credit Card Type: _____ Card Number: _____ Expiry: _____

Signature _____ Date _____