

# OFFICIAL TRANSCRIPT REQUEST FORM

**Please ensure that you allow processing time in order to meet document deadlines at other institutions.**

Note: Transcripts will not be issued to students with outstanding balances owing to MacEwan University.

## PERSONAL INFORMATION

PLEASE FILL IN ALL INFORMATION IN FULL (PLEASE PRINT)

<b>MACEWAN ID NO.:</b> <i>(if known)</i>	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
FORMER NAME(S) (IF APPLICABLE)			
ADDRESS:		CITY/PROVINCE:	POSTAL CODE:
BIRTH DATE: MM _____ DD _____ YY _____		<input type="radio"/> CHECK IF YOU WISH US TO UPDATE YOUR ADDRESS	
HOME PH.:	CELL:	WORK PH.:	EXT.:
<p>Note: If your name has changed since attending MacEwan and you would like it updated in our system, please provide at least one of the following official Government Issue identification: Valid Drivers license* Provincial ID Card* Valid Passport* Citizen Documentation *Only current ID will be recognized as valid. Expired ID will not be accepted for a name change. The Office of the University Registrar's staff member shall verify ID.</p> <p style="text-align: right;">*Staff Use Only - ID Verified and change processed</p>			

## DETAILS OF ATTENDANCE

CURRENT/ PREVIOUS PROGRAM NAME:	ATTENDED THE ALBERTA COLLEGE PRIOR TO JUNE 1, 2002	YES	NO
WHICH YEAR(S) ATTENDED:	NOTE: IF YOU TOOK HIGH SCHOOL COURSE WORK FROM ALBERTA COLLEGE, YOU MUST CONTACT ALBERTA LEARNING TO OBTAIN A TRANSCRIPT		

## PROCESSING INSTRUCTIONS

Check only ONE of the boxes below (Use a separate form for each request)

<input type="radio"/> <b>PROCESS IMMEDIATELY</b> WITHIN 2 BUSINESS DAYS *Peak times may take 3-5 business days (January and May)	<input type="radio"/> <b>PROCESS WHEN TERM GRADES AVAILABLE</b> This option will set your transcript to print after the grade submission deadline for the specified term <input type="radio"/> FALL <input type="radio"/> WINTER <input type="radio"/> SPRING/ SUMMER	<input type="radio"/> <b>PROCESS WHEN CREDENTIAL AWARDED</b> <input type="radio"/> SPRING CEREMONY (June) <input type="radio"/> FALL CEREMONY (November)
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## MAILING/ PICK UP INSTRUCTIONS

<input type="radio"/> <b>MAIL TO MY HOME ADDRESS</b> (As listed above) # of copies _____ <input type="radio"/> <b>MAIL TO AN ALTERNATE ADDRESS</b> _____ NAME: _____ # OF COPIES ADDRESS: _____ _____ CITY & PROVINCE: _____ POSTAL CODE: _____ <input type="radio"/> <b>PICK UP # OF COPIES AT:</b> <input type="radio"/> Office of the University Registrar (Building 7, 7-110) <input type="radio"/> SCE Student Support Centre (Allard Hall 11-521)	<input type="radio"/> <b>FAX REQUEST:</b> FAX# _____ ATTENTION: _____ <input type="radio"/> <b>ISSUE THROUGH MyCreds™</b> MyCreds™ is a network that provides students with a virtual "credential wallet" to access and distribute secure educational documents. Provide <b>your email</b> below (MacEwan email preferred for active students) and you will receive notification once your document is available in MyCreds™. Once you access your document on MyCreds™ you will be able to share the secure electronic document with a third party. <b>Student Email:</b> _____ <small>*Electronic documents will only be issued through the MyCreds™ platform. Expect up to two business day processing time.</small> <b>TOTAL # OF COPIES</b> _____
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## STUDENT AUTHORIZATION

I AUTHORIZE MACEWAN UNIVERSITY TO RELEASE THE TRANSCRIPT(S) REQUESTED.

SIGNATURE: \_\_\_\_\_  
Signature not required if sent from a student @mymacewan.ca email account  
 DATE: \_\_\_\_\_

## OFFICE USE ONLY

CONFIRMATION # \_\_\_\_\_

DATE: \_\_\_\_\_  
 ENTERED BY: \_\_\_\_\_  
 MyCreds™ EMAIL CONFIRMED:  N/A  YES

**The Office of the University Registrar is not responsible for transcript deadlines at other institutions.**

### PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)