

OFFICIAL TRANSCRIPT REQUEST FORM

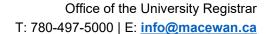
Requests for official transcripts must be sent to the Office of the University Registrar. The official transcript can be issued either to yourself or to someone else on your behalf, such as to an employer.

Active students can request transcripts online through myStudentSystem. If you have not taken a course in the last 12 months, you must use this form to make a request.

Please ensure that you allow for processing time of three to five business days to meet document deadlines at other institutions. Processing times may vary based on your selected processing method.

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

PERSONAL INFO	DRMATIC	DN (please comp	lete in full)	PERSONAL INFORMATION (please complete in full)							
MacEwan ID:	Family (1	Last) Name:	First Name:		Middle Name(s):						
Former Name(s) (if applicable):			Address:								
City:			Province:		Postal Code:						
Undata Addraga			Birth Date:	Phone Number:							
Update Address: O Check if you want us to update your address			DD MM YYYY								
Check if you want us to update your address											
changed* since attending MacEwan University, and you want to update your student record, your form must be submitted with one of the following forms of valid** government-issued identification: O Valid Driver's License O Provincial ID Card O Valid Passport O Citizen Documentation *Further documentation may be requested to verify your name change. **Expired identification is not considered valid and will not be accepted. The Office of the University Registrar is responsible for verifying ID. DETAILS OF ATTENDANCE											
Current/Previous Pro	ogram Nan	ne:	Years Attended:								
PROCESSING INSTRUCTIONS											
Check only one of the boxes below (Use a separate form for each request)											
-											
O Process Imme (Typically within 2 Days*) * Peak times may take 3-days (January and May)	Business	O Fall OWint	en term grades are ailable. er OSpring/Summer	O Spring Ce	when Credential awarded. Choose one: eremony O Fall Ceremony et your transcript to print after your						
days (candary and May)		grade submission dead	line for the specified term.	Credential has been conferred.							





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O Mail to my home address (As listed above) # of copies: O Mail to an alternate address # of copies: Name: Address: City & Province: Postal Code:	O Fax Request: Fax # Attention: O Pick up # of copies: Select pick up location: O Office of the University Registrar (7-110) O SCE Student Support Centre (Allard Hall 11-521)						
DIGITAL REQUEST ○ Issue through MyCreds [™] MyCreds [™] is a network that provides students with a virtual "credential wallet" to access and distribute secure educational documents. Provide your personal or @myMacEwan email below to receive access to MyCreds [™] . You will receive a notification when your document is available in MyCreds [™] , where you can securely share it with a third							
party. Electronic documents will only be issued through MyCreds [™] . We will not email any electronic documents. Email: *Only provide your own email address. Requests with a third-party email listed will not be processed.							
STUDENT AUTHORIZATION	. 1						
I authorize MacEwan University to release the transcript(s) requested.							
Signature: Signature Date: DD MM YYYY A typed name will be accepted if sent from the student's @mymacewan.ca email account.							
OFFICE USE ONLY							
Confirmation #: Date: DD MM YYYY							
Entered by:							
MyCreds™ Email Confirmed: O N/A O Yes							

CLEAR FORM

PERSONAL INFORMATION COLLECTION NOTICE

The collection of the personal information requested in this form is authorized under section 4(c) of the *Protection of Privacy Act* (POPA). It will be used for administration of services and management of student records and will be entered into and retained in the official university student information system database. Questions about the collection and use of this personal information should be directed to the Associate Registrar, Student Records and Services, in the Office of the University Registrar, MacEwan University, at info@macewan.ca.