

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 INFORMATION (please complete in full)

MacEwan ID:	Family (Last) Name:	First Name:	Middle Name(s):
Former Name(s) (if applicable):	Address:		
City:	Province:	Postal Code:	
Update Address:	Birth Date:	Phone Number:	
☐ Check if you want us to update your address	DD____ MM____ YYYY____		

Note: Your transcript will be issued under your legal name as listed on your student record. If your legal name has 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:

☐ Valid Driver's License ☐ Provincial ID Card ☐ Valid Passport ☐ 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 Program Name: _____ Years Attended: _____

PROCESSING INSTRUCTIONS

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

☐ Process Immediately (Typically within 2 Business Days*) * Peak times may take 3-5 business days (January and May)	☐ Process when term grades are available. ☐ Fall ☐ Winter ☐ Spring/Summer This option will set your transcript to print after the grade submission deadline for the specified term.	☐ Process when Credential awarded. Choose one: ☐ Spring Ceremony ☐ Fall Ceremony This option will set your transcript to print after your Credential has been conferred.
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HARD COPY REQUEST☐ Mail to my home address (As listed above)

of copies: _____

☐ Mail to an alternate address

of copies: _____

Name: _____

Address: _____

City & Province: _____

Postal Code: _____

☐ Fax Request: Fax # _____

Attention: _____

☐ Pick up # of copies: _____

Select pick up location:

☐ Office of the University Registrar (7-110)☐ 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**

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: ☐ N/A ☐ 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.