



**Official Transcript Request Form**

Personal Information:			
<b>Last Name: (include former)</b>		<b>Preferred First Name: (internal use only)</b>	
<b>Legal First and Middle Name:</b>		<b>Date of Birth:</b>	
<b>Student Number: (if known)</b>		<b>Phone Number:</b>	
<b>Personal Email:</b>			

- Transcripts will not be issued until all financial obligations to the University have been cleared.
- Academic records are confidential; transcripts are issued only upon receipt of this request form bearing the individual's original signature. A third party cannot sign on your behalf. Official transcripts are legal documents and include the individual's legal name.
- Completed transcript request forms can be submitted by email: [registrar@stfx.ca](mailto:registrar@stfx.ca)
- Official transcripts can be sent electronically through MyCreds™ to the personal email address indicated above. Within MyCreds™ the learner has permission to share the transcript with the intended recipient. Additional information is available here.
- Requests should only be submitted after all final grades are entered.

Transcript Order:	
	Number of Transcripts Required - \$15.00 each
	Check if you have recently completed the Master of Education course requirements and will be applying for a NS license upgrade.

Processing Options – Please select one	
	Regular Processing: 3-5 business days from date received
	Same Day Processing: Same business day if received by 10am. Additional fee of \$15.00 per transcript

Delivery Method – Please select one	Additional Fees
Send through MyCreds™ – Sent to learner email address listed above.	
Hold for Pick Up. Photo ID required. Transcripts will be held for 1 month.	No additional fee
Regular Mail (Canada Post) – Provide mailing address below.	No additional fee
Send by Expresspost (available within Canada only) – Provide mailing address below. Transcripts returned due to an invalid address will result in an additional charge of \$10.00 to the requestor.	\$10.00 within Canada
Send by Courier – Provide civic mailing address and phone number below. Transcripts returned due to an invalid address will result in additional charges to the requestor equivalent to the original shipping charge.	\$20.00 within Canada \$30.00 for US \$50.00 for International

Recipient Information: Required only for courier and Expresspost delivery	
<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	

Payment Information:			
	Debit. Only if requesting in person.		
	Cheque		
	Credit Card Number:		Expiry Date:
	Card Holder Signature:		

<b>Signature</b>		<b>Date:</b>	
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