



Official Transcript Request Form

Personal Information:

Last Name: (include former)		Preferred First Name: (internal use only)	
Legal First and Middle Name:		Date of Birth:	
Student Number: (if known)		Phone Number:	
Learner Email:			

- 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 learner's original signature. Official transcripts are legal documents and will include the learner's legal name.
- Completed transcript request forms can be submitted by email: registrar@stfx.ca
- Official transcripts can be sent electronically through MyCreds™ to the learner 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

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

Name:	
Address:	
Phone Number:	

Payment Information:

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

**Original Signature of
Learner:**

Date: