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| Official Transcript Request Form |
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| 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 forward the transcript to the intended recipient.
- Requests should only be submitted after all grades are entered.

| Transcript Order: | |
|-------------------|--|
| | Number of Transcripts Required - \$10.00 each |
| | For application of Nova Scotia license upgrade - I have recently completed a Certificate in Elementary Mathematics Education, a Certificate in Outdoor Education or the Master of Education course requirements. |

| 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™ – Provide email address above. | |
| Hold for Pick Up. Photo ID required. Transcripts will be held for 6 months. | 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: | | |

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|---------------------------------------|--|--------------|--|
| Original Signature of Learner: | | Date: | |
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