

Transcript Request Form

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Your official transcript will be available to you on the MyCreds platform for \$9.00 CAD +HST per copy. You will receive login information from MyCreds to the email address you indicate below.

These digital documents are certified official and can be shared with educational institutions, employers and third parties (including IRCC).

Please email completed forms to transcripts@saultcollege.ca.

STUDENT NUMBER	DATE OF BIRTH (MM/DD/YYYY)	EMAIL		
STUDENT NAME		PREVIOUS SURNAME		
APT NO.	STREET ADDRESS			
CITY		PROVINCE	POSTAL CODE	PHONE

PROGRAM NAME	LAST SEMESTER/YEAR ATTENDED	
Are you requesting this transcript for an Apprenticeship Program?	Yes	No
STUDENT SIGNATURE (Required)	DATE	

Transcripts will not be sent if the student has any outstanding encumbrances (e.g. outstanding fees).

Written authorization is required for any request made on a student's behalf.

Graduates of the Sault College - Laurentian University Collaborative Bachelor of Science in Nursing (BScN) program must request their transcript from Laurentian University.

If you have graduated from the Laurentian University BScN program but have also completed other courses at Sault College, you will need to place a request with both Sault College and Laurentian University.