



DOCUMENT REQUEST

SASKATCHEWAN POLYTECHNIC
Moose Jaw Campus
Saskatchewan St and 6th Ave NW
PO Box 1420
Moose Jaw SK S6H 4R4
RegInbox.Moosejaw@saskpolytech.ca

SASKATCHEWAN POLYTECHNIC
Prince Albert Campus,
Technical Building
PO Box 850
Prince Albert SK S6V 5S4
RegInbox.Princealbert@saskpolytech.ca

SASKATCHEWAN POLYTECHNIC
Regina Campus
4500 Wascana Pky
Regina SK S4S 5X1
RegInbox.Regina@saskpolytech.ca

SASKATCHEWAN POLYTECHNIC
Saskatoon Campus, Idylwyld Dr.
1130 Idylwyld Dr N
PO Box 1520
Saskatoon SK S7K 3R5
RegInbox.Saskatoon@saskpolytech.ca

1. Official transcripts will not be issued to or for a student who is indebted to Saskatchewan Polytechnic.
2. Transcripts are released only at the written request of the student. Student signature (at bottom) is required.
3. You may request a document (and pay as required) by any of the following methods:
 - a. By mail (with a cheque payable to Saskatchewan Polytechnic)
 - b. In person (using credit, debit, cash, or cheque payable to Saskatchewan Polytechnic)

Paper Transcript (no charge) Duplicate Parchment (\$30)

Certified digital versions of these documents will also be available via mycreds.ca. Charges may apply to share some types of digital documents. Visit saskpolytech.ca/mycreds for more information. Note: transcripts for education completed prior to 1994 are only available via paper copy.

Duplicate Student ID or First Aid card (\$15) T2202 (no charge)

Calendar and/or Course Outline* (no charge)

_____ **Course Title (and course code if known)*

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STUDENT INFORMATION

Surname (last name)	Middle
First	Former (if applicable)

* Would you like us to update the address in our system? Yes No

Saskatchewan Polytechnic Student Number	Date of Birth (Day, Month, Year)	
Apt. Number, Street, Box Number	City or Town	Province
Email †	Country	Postal Code
Telephone (Home) (Area code required)	Telephone (Business) (Area code required)	Telephone (Cell) (Area code required)
Program Name		
Campus (if known)	All Years Attended (please enter specific year(s) e.g. 2003, 2004)	

† Your personal email address is used only as needed. We communicate with you mainly through your mySaskPolytech account.

SEND NOW SEND WHEN PROGRAM/COURSE COMPLETED

Certified digital document via MyCreds™ (preferred method)

Note: Documents issued through MyCreds™ are tamper-evident and cryptographically signed, making them authentic and official. Learners will be able to access and share their academic documents with other colleges and universities, employers and third parties securely and conveniently.

Paper copy: Will pick up (photo ID required) Mail documents

Note: Most Canadian post-secondary institutions accept documents via MyCreds™ as a preferred method; please confirm with the receiving institution, prior to submitting this request.

Send Copies To:

Recipient Name and/or Organization
Full Mailing Address
Telephone (Area code required)

I hereby authorize release of my Saskatchewan Polytechnic transcript to the educational institution(s) or person indicated above.

Student Signature

Date

FOR OFFICE USE ONLY Date Payment Received: _____ Processed by: _____ Receipt #: _____