



Saskatchewan Learning

Request For High School Transcript (mail*) (Grade 10, 11, and 12 academic record)

* For requests paid by cheque, money order, or VISA

Please Print

Last Name

First Name

Middle

Former Surnames: (if applicable)

Current Address:

Street/P.O. Box

Town/City

Province

Postal Code

Telephone No.:

Home

Business

Fax

Date of Birth:

Day	Month	Year

Saskatchewan Learning Id:

Last grade completed:

Last Year Attended:

Last Saskatchewan High School Attended:

Date: _____ **Signature:** _____

Please complete the following section to pay by VISA credit card:

Cardholder Name as printed on Credit Card	Signature of Cardholder
VISA Card Number	Expiry Date

OR

Enclose cheque or money order payable to: **Minister of Finance, Government of Saskatchewan**

Complete and mail to:

Student Services
Saskatchewan Learning
4635 Wascana Parkway
REGINA SK S4P 3V7
CANADA

NOTE:

- Most post-secondary institutions require transcripts to be sent directly by Sask Learning.
- Transcripts are not issued until receipt of fee.
- Allow two weeks for delivery.
- To expedite/ensure delivery, special mail and Courier are available at an additional charge.
- Refunds will not be issued for less than \$10.00 unless requested.
- Transcripts will not be issued until all outstanding accounts have been cleared.
- Transcripts will not be issued to a third party without written authorization.

TRANSCRIPT INFORMATION

Produce Transcripts:

- | | |
|--|---|
| <input type="checkbox"/> now | <input type="checkbox"/> after 1 st semester results (FEB) |
| <input type="checkbox"/> after 2 nd semester results (JULY) | <input type="checkbox"/> after summer school results |
| <input type="checkbox"/> after August results | <input type="checkbox"/> other (indicate below) |

Please mail transcripts to:

- | | |
|---|--|
| <input type="checkbox"/> University of Regina | <input type="checkbox"/> University of Saskatchewan |
| <input type="checkbox"/> University of Alberta* | <input type="checkbox"/> University of Calgary |
| <input type="checkbox"/> Medicine Hat College | <input type="checkbox"/> Red Deer College |
| <input type="checkbox"/> Mount Royal College | <input type="checkbox"/> University of British Columbia |
| <input type="checkbox"/> University of Victoria | <input type="checkbox"/> SIAST (\$15.00 fee covers all 4 campuses) |
| <input type="checkbox"/> University of Manitoba | <input type="checkbox"/> Lakeland College (Vermillion) |
| <input type="checkbox"/> NAIT | <input type="checkbox"/> Lakeland College (Lloydminster) |
| <input type="checkbox"/> SAIT | <input type="checkbox"/> my home address |

* indicate if Admissions Office or Awards Office

Other (indicate name and address in space to right)

FEES - there are TWO options

OPTION 1 - Transcripts sent directly to institution:

- which includes two copies to institution and one confirmation to student.
(In the case of the U of S, U of R, or SIAST, one electronic transmission is sent.)
\$15.00 per institution (SIAST - \$15 covers all 4 campuses.)
• **additional copies - \$1.00 per copy to be sent to the student's home**
(with original request)

OPTION 2 - Transcripts sent directly to student only:

- first 3 copies \$15.00 - each additional copy \$1.00 per copy
(with original request)

(COST IS PER SEMESTER with either Option 1 or Option 2)

I authorize _____
to pick up transcripts on my behalf.