

Transcript Request

To request your transcript sent to a post-secondary institution

- 1) Go to <https://www.k12.gov.sk.ca/etranscript/>
- 2) Read all requirements and insure that you have everything that is needed handy. (PLEASE NOTE: YOU MUST HAVE A VALID EMAIL ADDRESS!)
- 3) Complete your personal information.
- 4) Fill out the High School Information portion like this:

Destination & Time

If you recently completed a course and require that mark to appear on your transcript, please contact the school prior to completing the transcript request to ensure the mark has been submitted to the Ministry of Education.

Did you take a high school level course between August 1, 2015 and July 31, 2016? Yes No

If copies are required to come to your home, please select **Self** as one of the locations. Transcripts **cannot be e-mailed** under any circumstances.

- 5) When you get to the Request Entry portion, you will need to submit 3 different requests.
 - a)

Choose your school

Request Entry

Where would you like the transcript sent?

- Saskatchewan Polytechnic (SIAST) (all four campuses)
- Apprenticeship and Trade
- University of Regina
- University of Saskatchewan
- University of Alberta
- Self (3 copies provided)
Note: you will be contacted by email if an address change is required (When self is chosen)
- Walk-In Service (Office use only)
- Other Destination

What is your situation?

- I want my transcript(s) sent as soon as possible
- I want my transcripts(s) sent at another time. Select one of the options below:
 - After November Session (Printed mid December)
 - After December Exams (Printed mid January)
 - After January Exams (Printed mid February)
 - After March Exams (Printed beginning of April)
 - After April Session (Printed end of May)
 - After May Exams (Printed mid June)
 - After June Exams (Printed mid July)
 - After Summer School (Printed beginning of August)
 - After August Exams (Printed beginning of September)

Maximum of 10 requests per application is allowed

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b)

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c)

d)

First Request Remove

Postal Service: Regular
 Transcript will be sent to: SIAST (all four campuses)
 Transcript will be sent on: As soon as possible
 In Person: No

Second Request Remove

Postal Service: Regular
 Transcript will be sent to: SIAST (all four campuses)
 Transcript will be sent on: After January Exams
 In Person: No

Third Request Remove

Postal Service: Regular
 Transcript will be sent to: SIAST (all four campuses)
 Transcript will be sent on: After June Exams
 In Person: No

Make sure there are three requests here

6) Choose method of payment and complete form. Be sure to send payment if that is the method you choose!

Total	Cost
Total Number of Transcripts - 3	\$20
Expedited Delivery Charge	\$0
Total Cost	\$20

Payment Method

Select your Payment Method

- Pay Online
- Pay by mail with Cheque/Draft/Money Order or in person at Student Services office

Declaration

Are you the applicant submitting the request?

- Yes
- No (Please fax or email a Letter of Authorization referencing the order number of this application.)

NOTE: Once the Submit Request button is selected, no further changes can be made to the request. Please ensure you have verified all of the information on this page before selecting the Submit Request button.

I declare that I am the person identified above and that the information given by me with respect to the foregoing is true in all respects.