

# Official Transcript Request Form

\* If you no longer have access to Self-Service Banner, please fill in this form and submit to [service.centre@smu.ca](mailto:service.centre@smu.ca)

Students with current access to Self-Service Banner can request transcripts directly through [Self-Service Banner](#) unless you wish to pick-up a hard copy than complete the form below.

Personal Information:			
Last Name:		First Name:	
Student Number:		Former Name:	
Date of Birth:		Phone Number:	
Email Address:			

If you do not know your Student ID, please provide the following:	
Last Year attended:	
Program of Study:	

About MyCreds:
<p>Saint Mary's University's transcripts are issued directly through MyCreds™ which is owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC) and powered by Digitary, a trusted international verified digital credential platform. MyCreds™ ensures document authenticity. When transcripts are issued through MyCreds™ they are verifiable, secure, and include a cryptographic signature. For more information regarding MyCreds™ please visit <a href="http://smu.ca/mycreds">smu.ca/mycreds</a></p>

Processing Options – Please choose ONE option method	
	<p><b>Official Digital Transcript through MyCreds: \$10 plus tax per share</b> (MyCreds will send portal access and payment information directly to you at the email address provided above)</p>
	<p><b>Pick-up Hardcopy: \$10 per copy</b> (Pick-up in person at the Service Centre, MM108, Photo ID required). Payment can be made by Visa/Debit in-person when picked-up)</p>

Important Information:
<p>Transcripts will not be issued until all financial obligations to the University have been cleared. If you do not remember your Student Number, we can find it using your date of birth and last name. Form must be signed by the individual requesting</p>