



\* 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

### PLEASE TYPE INFORMATION 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 (Transcripts prior to and including 1988 may take up to 5 business days to process)	
	<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)
	<b>Pick-up Hardcopy: \$10 plus tax per share</b> (Order a digital transcript through MyCreds and share it with <a href="mailto:service.centre@smu.ca">service.centre@smu.ca</a> . The Service Centre will email you when the hardcopy is ready. Pick-up in person at the Service Centre, MM108, Photo ID required).

Important Information:	
<ul style="list-style-type: none"><li>Transcripts will not be issued until all financial obligations to the University have been cleared.</li><li>If you do not remember your Student Number, we can find it using your date of birth and last name.</li><li>Form must be signed by the individual requesting their transcript. A third party cannot sign on your behalf.</li><li>It is your responsibility to ensure the form is completed in full. Incomplete forms will not be processed.</li></ul>	

Signature:		Date:	
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Date Rec: \_\_\_\_\_ SOAHOLD: \_\_\_\_\_ Amount: \_\_\_\_\_ Initials: \_\_\_\_\_