



* If you no longer have access to Self-Service Banner, please fill in this form and submit to 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 smu.ca/mycreds</p>

Processing Options – Please choose ONE option method	
(Transcripts prior to and including 1988 may take up to 5 business days to process)	
	<p>Official Digital Transcript through MyCreds: \$10 plus tax per share (MyCreds will send portal access and payment information directly to you at the email address provided above)</p>
	<p>Pick-up Hardcopy: \$10 per copy (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:
<ul style="list-style-type: none"> • 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 their transcript. A third party cannot sign on your behalf. • It is your responsibility to ensure the form is completed in full. Incomplete forms will not be processed.

Signature:		Date:	
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