

Transcripts are an official, complete and unabridged listing of a student's educational record at the University of Saskatchewan as of the day the transcript is produced. It is the student's responsibility to ensure that their record is complete to their satisfaction prior to ordering transcripts. Students should confirm through PAWS that all grades for their classes have been reported before placing a transcript order. Please also note that degrees, diplomas and certificates do not appear on transcripts until after Convocation. Allow **three working days** for transcript production.

## Please Note

- Payment must accompany your request. Please make your cheque payable to the **University of Saskatchewan**.
- The fee for transcripts is non-refundable.
- Transcripts will be held until all outstanding accounts with the University of Saskatchewan are paid.
- Most universities require your transcripts be forwarded directly from the University of Saskatchewan.
- The University of Saskatchewan will not be held responsible for meeting deadlines or ensuring delivery.
- Transcripts will not be released to a third party without your authorization.
- Photo identification is required to pick up transcripts.
- Effective March 1, 2014, the University of Saskatchewan will no longer include Saskatchewan Polytechnic and FNUC transcripts for the Nursing Education program of Saskatchewan (NEPS) students. If you were part of the NEPS program and you require transcripts, you will need to order transcripts separately from both the U of S and Saskatchewan Polytechnic or FNUC.

## Personal Information (Please Print)

|                                |           |                       |                            |
|--------------------------------|-----------|-----------------------|----------------------------|
| Name                           |           | U of S Student Number | Date of Birth (mm/dd/yyyy) |
| Previous Names (if applicable) | Telephone |                       | Email Address              |

## Delivery Instructions

**Note:** The University of Saskatchewan does not fax transcripts.

|   |   |   |
|---|---|---|
| Mail or courier my transcripts to address(es) on back | I will pick up my transcripts<br>Signed and Sealed (Please see explanation on back) | Do not produce my transcript until after my degree,<br>diploma or certificate is awarded at Convocation<br>Spring      Fall |
|---|---|---|

## Credit Card Payment

Credit card orders for transcripts must be made through PAWS (paws.usask.ca). You will need a Network Services ID (NSID) and password to log into PAWS.

If you are a current student or a former student who has not completed a degree and you do not know your NSID/password, contact the ITS Help Desk, 306-966-4817 or 1-800-966-4817 (toll free in Canada), or contact Student Central at 306-966-1212 or 1-877-650-1212 (toll free in Canada).

If you are an alumni and do not know your NSID and/or password, contact University Relations at 306-966-5186 or 1-800-699-1907. (Alumni are also asked to provide their year of graduation, their degree, and an updated address).

## Release of Information/ Authorization

I have read and fully understand the information and options presented on this form, and I hereby authorize Academic Services and Financial Assistance to release the transcript(s) of my academic record.

|  |                   |
|--|-------------------|
| <b>Student Signature</b><br> | Date (mm/dd/yyyy) |
|--|-------------------|

| FOR OFFICE USE ONLY                      |   |
|--|---|
| <input type="checkbox"/> DEBIT CARD      | <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE |
| <input type="checkbox"/> OVERDUE ACCOUNT | \$ _____  |
| <input type="checkbox"/> COURIER         | \$ _____  |
| <b>TOTAL PAID</b>                        | \$ _____  |

I authorize  to pick up my transcripts at Student Central, Administration Building.

**Please Note:** Photo identification is required to pick up transcripts

## Transcripts, Academic Services and Financial Assistance

105 Administration Place ■ University of Saskatchewan ■ Saskatoon, SK S7N 5A2 Canada  
Email: transcripts@usask.ca ■ Website: students.usask.ca ■ Tel: 306-966-1212 ■ Toll Free (in Canada): 1-877-650-1212

# Send transcripts to the following addresses

## Signed and Sealed

Students can request that their transcripts be signed and sealed **only if they are being picked up or delivered to the student**. The envelope containing the transcript is then affixed with a seal across the flap containing the Registrar's signature as proof that the transcript has not been accessed by the student. Transcripts delivered directly to third parties by the University are all deemed to be signed and sealed.

**Note:** The University of Saskatchewan does not fax or email transcripts.

## Courier Charges

- The following courier charges are **in addition** to the cost of your transcript.
- **Courier charges apply for each separate address where courier is selected as a delivery method.**
  - Canada \$20.00
  - USA \$35.00
  - International \$50.00

**Note:** Courier delivery requires a **street address and the telephone number of the location where you are sending the delivery**. Transcripts cannot be delivered to a box number.

|               |                 |                                |                   |                |                 |         |
|---------------|-----------------|--------------------------------|-------------------|----------------|-----------------|---------|
| No. of copies | Name            |                                |                   |                | Courier Charge  |         |
|               |                 |                                |                   |                | \$              |         |
| Address 1     |                 |                                | City              | Province/State |                 |         |
| Country       | Postal/Zip Code | Telephone Number (destination) | Signed and Sealed |                | Delivery Method |         |
|               |                 |                                | Yes               | No             | Regular Mail    | Courier |

|               |                 |                                |                   |                |                 |         |
|---------------|-----------------|--------------------------------|-------------------|----------------|-----------------|---------|
| No. of copies | Name            |                                |                   |                | Courier Charge  |         |
|               |                 |                                |                   |                | \$              |         |
| Address 1     |                 |                                | City              | Province/State |                 |         |
| Country       | Postal/Zip Code | Telephone Number (destination) | Signed and Sealed |                | Delivery Method |         |
|               |                 |                                | Yes               | No             | Regular Mail    | Courier |

|               |                 |                                |                   |                |                 |         |
|---------------|-----------------|--------------------------------|-------------------|----------------|-----------------|---------|
| No. of copies | Name            |                                |                   |                | Courier Charge  |         |
|               |                 |                                |                   |                | \$              |         |
| Address 1     |                 |                                | City              | Province/State |                 |         |
| Country       | Postal/Zip Code | Telephone Number (destination) | Signed and Sealed |                | Delivery Method |         |
|               |                 |                                | Yes               | No             | Regular Mail    | Courier |

## Transcript Request Total

|                                 |                         |    |
|---------------------------------|-------------------------|----|
| Total Transcripts               | @ \$10/transcript =     | \$ |
|                                 | total Courier charges = | \$ |
| <b>Total Cost of my order =</b> |                         | \$ |

**Example:** three transcripts, one sent by courier to Canada and two sent by courier to two different USA addresses will cost:

|                                 |                         |       |                         |
|---------------------------------|-------------------------|-------|-------------------------|
| Total Transcripts               | @ \$10/transcript =     | \$30  |                         |
| 3                               |                         |       | 1 = \$20 Canada         |
|                                 | total Courier charges = | \$90  | 2 = \$70 USA (\$35 x 2) |
| <b>Total Cost of my order =</b> |                         | \$120 | total \$90              |