

Transcript/Diploma/Certificate Request Form

This form is only used for requesting a transcript/diploma/certificate from a **defunct** private vocational school. If you are requesting a copy of your transcript or certificate from an existing private vocational school, please contact the school directly. If the school has new management and/or the school was renamed, please contact the new school directly.

I am a:

- ☐ Former student requesting the document(s) for myself
- ☐ Other (please specify): _____
- ☐ Proof of authorization from the student is attached (if applicable)

Name of school attended: _____

Location of the school (city or town): _____

Name of course/program taken: _____

Year(s) attended (YYYY-YYYY): _____

Name of student at the time of attendance: _____

First Name

Middle Name

Last Name

I am requesting the following document(s):

- ☐ Transcript(s)
- ☐ Diploma(s)/Certificate(s)

My contact information is:

Address: _____
Street City/Town Province Postal Code

Telephone: _____ Email: _____

The requested documents will be mailed to the address provided. If you would like the transcript or document(s) forwarded directly to a third party, please provide their contact information below:

Consent:

Personal information is collected in accordance with the *Freedom of Information and Protection of Privacy Act* (Saskatchewan) and the *Personal Information Protection and Electronic Documents Act* (Canada), for the purpose of a transcript request. If you have any questions about the collection, use, or disclosure of this information by the Ministry of Advanced Education, please contact the Ministry Privacy Officer at aeaccess.privacy@gov.sk.ca.

I have read and fully understand the information and options presented on this form. I hereby authorize the Ministry of Advanced Education to release my transcript(s) and/or credential(s).

Applicant Name (Print): _____
First Name Last Name

Applicant Signature: X _____ Date: _____

Once complete, please e-mail or mail this form to the address below:

Contact: Private Vocational Schools Unit
Sector Management and Relations Branch
Ministry of Advanced Education
1120 - 2010 - 12th Avenue
Regina, SK S4P 0M3
pvsinquiry@gov.sk.ca