



# Transcript Request Form

Registrar's Office - Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498  
[transcripts@msvu.ca](mailto:transcripts@msvu.ca)

Please complete this form in full.

Student ID# \_\_\_\_\_

Last Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Provide any/all Former Name(s) \_\_\_\_\_

Apartment/Street \_\_\_\_\_

Town/City \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
Phone Number

\_\_\_\_\_ Email

**NOTE:** If your name has changed since attending MSVU and you would like the change to be reflected in your MSVU Record, you must provide proof of name change (copy of valid driver's license, marriage certificate, etc).

Degree(s) completed or currently being pursued: \_\_\_\_\_

If you are **not** a current student, please indicate date of most recent enrolment: \_\_\_\_\_

Please note that credentials will not appear on your transcript until after the credentials have been awarded at the appropriate convocation ceremony.

**Transcript Issued Through MyCreds™**

Please note a transcript issued for current students will be via the MSVU email address only. A transcript for a former student will be issued to the email address provided above.

**OR**

**Transcript Issued via Hardcopy**

Hardcopy transcripts can be picked up in person or sent via regular mail or courier.

I will pick up my transcript in person at the Registrar's Office Service Counter (Evaristus Hall, 2nd floor) (Photo ID required)

No. of Copies \_\_\_\_\_

Please mail my transcript(s)

Regular Mail (free of charge)

Courier (\*Payment required - If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field below)

Please provide a clear and complete address:

Additional Comments:

With your consent Mount Saint Vincent University will collect, keep secure and send your personal information to its designated destination. We will only use and disclose it for this purpose unless the law authorizes or requires otherwise.

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

1. Student records are confidential and transcripts are issued only upon the written request of the student.
2. Transcripts will NOT be issued until financial obligations to the University have been cleared.
3. Transcripts may be picked up or released only upon presentation of appropriate identification or authorization.
4. Transcripts are prepared in the order requests are received. Processing time is normally five (5) business days. During peak times (registration, end of term, etc) extra time may be required.
5. Students requesting delivery by courier must provide payment (cash, cheque, VISA, MasterCard, debit) at the time of the request. If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field.

## Transcript Request Information

A transcript is an official document recording the entire academic history of a student.

Official transcripts are provided free of charge. Delivery options include MyCredits™, mail, pick up or courier.

### Delivery Charges

*Charges may apply depending upon the delivery method requested.*

Students requesting delivery by courier must provide payment (cash, cheque, VISA, MasterCard, debit) at the time of the request. If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field.

Delivery by regular mail (Canada Post First Class) is provided free of charge.

### Courier Charges

Local delivery within Metro	\$15.00 per destination
Canadian destinations	\$20.00 per destination
International	\$25.00 per destination

1. If you wish to pay via credit card, please call 902-457-6432 or note the card number and expiry date in the Additional Comments field on the form.
2. Students are responsible to supply the exact delivery address when requesting this delivery mode.

High school transcripts and other documents on file cannot be released by the Registrar's Office. If you need a copy of your high school transcript, please contact the high school principal or school board. If you need your transcripts from another university or college, contact the Registrar of that institution.

Mount Saint Vincent University abides by PIPEDA and FOIPOP legislations. For further information on these legislations, consult the University Calendars.

Mount Saint Vincent University's official documents are issued directly through MyCredits™ 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. MyCredits™ ensures document authenticity. When transcripts, credentials, and any other documents are issued through MyCredits™ they are verifiable, secure, and include a cryptographic signature. For more information regarding MyCredits™ please visit [msvu.ca/mycreds](https://msvu.ca/mycreds)