



Transcript Request Form

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

Please complete this form in full.

Student ID# _____

Last Name/Surname _____

First Name(s)/Given 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: _____

☐ **Transcript Issued Through MyCreds™ (\$12.00 per share credit, paid through the MyCreds™ portal)**

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 can be picked up in person or sent via regular mail (\$12.00 per copy)**

☐ 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) to this address:

Please provide a clear and complete mailing address:

Date _____

Student Signature _____

1. A transcript is an official document recording the entire academic history of a student.
2. Student records are confidential and transcripts are issued only upon the written request of the student.
3. Please note that credentials will not appear on your transcript until after the credentials have been awarded at the appropriate convocation ceremony.
4. Transcripts will NOT be issued until financial obligations to the University have been cleared.
5. Transcripts may be picked up or released only upon presentation of appropriate identification or authorization.
6. Transcripts are prepared in the order requests are received. Processing time is normally five (5) business days.
7. Payment (cash, cheque, VISA, MasterCard, debit) must be made at the time of the request in person, online here: [Pay Now](#), or within the MyCreds™ portal.
8. If you need your transcripts from a high school or another university or college, contact the Registrar of that institution.
9. Mount Saint Vincent University abides by PIPEDA and FOIPOP legislations. For further information on these legislations, consult the University Calendars.

MyCreds™

Mount Saint Vincent University's official documents 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, credentials, and any other documents are issued through **MyCreds™** they are verifiable, secure, and include a cryptographic signature. For more information regarding **MyCreds™** please visit msvu.ca/mycreds