



OFFICIAL HIGH SCHOOL AND POST-SECONDARY TRANSCRIPTS

Applicants must arrange for final, official transcripts to be sent to SIAS Registration Services **by mail** directly from the institution or organization maintaining official records, before August 1. The following information will assist you with obtaining your documents.

Preliminary Statement of Grades

If you are still attending high school, a Preliminary Statement of High School Standing should be completed by your Principal or Guidance Counselor. This form is available at most Saskatchewan high schools, from any SIAS Registration Services office, or from the SIAS website. A conditional admission can be granted based on confirmation from your school that you are expected to meet program admission requirements. A final official transcript must be sent directly to Registration Services upon completion of requirements (see below).

Post-Secondary Transcripts

Post-secondary level transcripts must be sent **by mail** directly from the institution to SIAS Registration Services. You should contact the Records Office or Registrar's Office of the institution for details.

High School Transcripts

Saskatchewan

Official Grade 10, 11, and/or 12 high school records and Grade 12 BE records must be sent **electronically by** the Ministry of Education. You may contact the following office, or download a transcript request form from their website.

Office of the Registrar
Ministry of Education
128 – 1621 Albert Street
Regina SK S4P 2S5
Phone: (306)787-6012 (Toll Free within Saskatchewan: 1-888-775-3276)
Transcript Request: <http://www.education.gov.sk.ca/transcripts>

Official Grade 10 and 11 Basic Education (ABE) and General Education Development (GED) transcripts must be sent **by mail** directly from the Ministry. You may contact their office, or download a transcript request form from the applicable Web site.

GED/ABE Records
Ministry of Advanced Education, Employment and Labour
12th Floor, 1945 Hamilton Street
Regina, Saskatchewan S4P 2C8
Phone: (306) 787-5597 (Toll Free within Saskatchewan: 1-888-775-3276)
E-mail ABE Records: abe@sasked.gov.sk.ca
E-mail GED Records: ged@sasked.gov.sk.ca
Transcript Request ABE: <http://www.aeel.gov.sk.ca/abe>
Transcript Request GED: <http://www.aeel.gov.sk.ca/ged>

Alberta

Official Grade 10, 11, and/or 12 high school records must be sent **by mail** directly from Alberta Learning.

Transcript Services
Alberta Education
Transcript Coordinator
44 Capital Boulevard, 10044 – 108 Street NW
Edmonton, AB T5J 3EJ
Phone: (780) 427-5318; To be connected toll free (within Alberta) dial 310-0000
Fax: (780) 422 – 2137
Transcript Request: <http://www.learning.gov.ab.ca/learning/student-services/transcripts>

Alberta Learning does not issue transcripts for academic upgrading. Such transcripts are accepted **directly** from Alberta institutions; however, transfer equivalency will be verified through the Alberta Council on Admissions and Transfer at www.acat.gov.ab.ca.

British Columbia

In British Columbia, schools are the official holders of the student record. A school issued transcript is acceptable. It must be sent **by mail** directly from the school and will be issued on Ministry approved paper and will contain the school seal and the principal's signature. The Ministry also provides a transcript service, and official Grade 11 and 12 high school records may also be sent **by mail** directly from the British Columbia Ministry of Education:

British Columbia Ministry of Education
Transcripts
PO Box 9886 Stn Prov Govt
Victoria, BC V8W 9T6
Phone: (250) 356-7270
Fax: (250) 356-0171
Transcript Request: <http://www.bced.gov.bc.ca/transcript/>

The Ministry will not have your record if:

- You completed Grade 12 between 1974 and 1985 inclusive;
- You did not attend Grade 12; or
- You attended Grade 12 prior to 1974 and were registered in a program other than the University or Academic-Technical Program (such as Trades or General)
- You completed secondary school outside of British Columbia or Yukon.

Manitoba

Official Grade 10, 11, and/or 12 high school records must be sent **by mail** directly from Manitoba Education.

*Note that the Department of Education, Citizenship and Youth does **not** maintain records for **private** secondary schools in the province of Manitoba.*

Professional Certification and Student Records Unit
Department of Education, Citizenship and Youth
402 Main Street
PO Box 700
Russell MB R0J 1W0
Phone: (204) 773-2998 or 1-800-667-2378 (calls within Manitoba only)
Fax: (204) 773-2411 (Attention: Student Records)
Transcript Request: <http://www.edu.gov.mb.ca/ks4/studrec/marks.html>

Newfoundland and Labrador

Official Grade 10, 11, and/or 12 high school records must be sent **by mail** directly from the Department of Education.

Evaluation, Testing, and Certification
Department of Education
P.O. Box 8700
3rd Floor, West Block, Confederation Building
St. John's, Newfoundland A1B 4J6
Phone: (709)729-3001
Fax: (709) 729-0611
Transcript Request: <http://www.ed.gov.nl.ca/edu/dept/er.htm#transcript>

Northwest Territories

Official Grade 10, 11, and/or 12 high school records must be sent **by mail** directly from NWT Education, Culture and Employment.

NWT Education, Culture and Employment
Box 1320
Yellowknife, NT X1A 2L9
Phone: (867) 920-6235
Fax: (867) 873-0499
Transcript Request: www.ece.gov.nt.ca

New Brunswick, Nova Scotia, Ontario, Prince Edward Island

Official secondary school records are maintained by the high school. Please contact your high school and arrange to have an official transcript forwarded **by mail** directly to SIAST Registration Services.

Nunavut

Official secondary school records must be sent directly by the Department of Education.

Nunavut Department of Education
Student Records
402 Main Street
Box 1000, Station 900
Iqaluit NU X0A 0H0
Phone: (867) 975-5600
Fax: (867) 975-5610 or 5605
Transcript Request: <http://www.gov.nu.ca/education/eng/stupar/index.htm>

Quebec

Official secondary school records must be sent **by mail** directly from the Ministry of Education, Recreation and Sports.

Ministère de l'Éducation
Direction de la sanction des études (DSE)
1035 rue de la Chevrotière 26^e étage
Québec QC G1R 5A5
Phone: (418) 643-1761
Fax: (418) 644-6909
Transcript Request: <http://www.mels.gouv.qc.ca/rens/banque/rensEducation.asp>

Yukon

Official Grade 10, 11, and/or 12 high school records must be sent **by mail** directly from the Yukon Department of Education.

Coordinator of Student Information & Assessment
Department of Education, Government of Yukon
Box 2703
Whitehorse, Yukon Y1A 2C6
Phone: (867) 667-3707 Toll free (In Yukon): 1-800-661-0408, local 3707
Fax: (867) 667-5876
Transcript Request: <http://www.education.gov.yk.ca/ess/transcript.html>