

# Student Transcript Request Form

Complete this form and email to [contact@ahasti.ca](mailto:contact@ahasti.ca)



ALBERTA HEALTH & SAFETY  
TRAINING INSTITUTE

## Student's Full Name:

Last: \_\_\_\_\_ First: \_\_\_\_\_

## Current address:

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Course and Completion Date: \_\_\_\_\_

## Document Requested (all fees subject to GST):

- \$5.00 – EMR PDF of unofficial transcript (Email only)
- \$5.00 – EMT PDF of unofficial transcript (Email only)

Email Address: \_\_\_\_\_

- \$15.00 – EMR Official Transcript (Mail or Pick Up only)
- \$15.00 – EMT Official Transcript (Mail or Pick up only)
- \$25.00 – EMR Certificate (Mail or Pick Up only)
- \$25.00 – EMT Certificate (Mail or Pick Up only)

Hold for pickup

Send by Regular Mail – indicate address below

## Send official transcripts/certificates to:

Name:	
Full Mailing Address:	

## Amount Due (all subject to GST):

Emailed PDFs.	# _____ x \$5.00 = _____
Official Transcripts.	# _____ x \$15.00 = _____
Official Certificates.	# _____ x \$25.00 = _____
If course completion date is over TEN years from request date:	
<input type="checkbox"/> \$50.00	
Total: \$ _____	Applicable GST: \$ _____
Total Fee: \$ _____	

I understand that my address and other identifying information appears on the transcript(s).

## Student's Signature (required for processing)

Date: \_\_\_\_\_

\*\*\* You will be contacted via email for payment once the form has been confirmed.

#125, 3510 29 Street NE  
Calgary, Alberta T1Y7E5  
403-670-5406

• All transcript reprint requests must be made in writing and must include the student's signature.

• All financial holds must be cleared on the student's account before transcript requests can be processed.

• If the course completion date is over TEN years from the transcript request date an additional \$50.00+GST applies.

• *According to Alberta's Freedom of Information and Protection of Privacy Act (FOIPP), we must have your signed permission to release your private record. Therefore, telephone requests cannot be accepted, as all requests must include the student's signature.*

• **Standard delivery** is via Canada Post Mail. Please note that the processing time of 7 business days does not include the time required for Canada Post to deliver the request to its destination, or the time required at the receiving institution to route the transcript to its intended recipient.

\*\*\*Transcript request processing may be delayed during holidays, please allow additional time for processing requests submitted during these periods.