

Training and examination results are personal information. Your transcripts can only be released with your written consent. All applications, when completed and signed by the applicant, are to be submitted to the nearest Alberta Apprenticeship and Industry Training (AIT) office (as listed on page 2). Incomplete applications and applications missing the required non-refundable fee will be returned to the applicant. Only when the application is returned to the Alberta AIT office complete will it be processed.

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| Trade / Occupation | For what Alberta trade or occupation are you requesting a transcript? |
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| Personal Information | Alberta Student Number: (see Page 2 for instructions) | | | | | | | | | | |
| Legal Last Name: | | | | | | Former Last Name: (if applicable) | | | | | |
| Legal First Name: | | | | | | Middle Name (no initials): | | | | | |
| Preferred First Name: | | | | | | | | | | | |
| Mailing Address (P.O. box, street, city, province): | | | | | | | | | | | |
| | | | | | | | | | | | |
| Postal Code: | | | | | | Home Phone No.: () | | | Day Time Phone No.: () | | |
| E-mail Address: | | | | | | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Birth Date (yyyy/mm/dd): | | | | |

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| Certificates | If you were issued a certificate by Alberta Apprenticeship and Industry Training, please provide the following: | |
| What is the name of the trade or occupation on the certificate? | | What is the number on the certificate? |
| What is the date of issue on the certificate? | | What is the effective date on the certificate? |

If you have been registered in an apprenticeship program or occupational training program, please provide the following:

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| Date of last training attendance (yyyy/mm/dd): | Level of training : |
| Name of the training institution: | |

Identify where you want transcripts to be sent and the number of transcripts to be sent to each address.

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| 1 | Number of Transcripts: | Send Transcript To: | | | | | | | | | | | | | |
| Complete Address: | | | | | | | | | | | | | | | |
| | | | | | | | | | | Postal Code: | | | | | |
| 2 | Number of Transcripts: | Send Transcript To: | | | | | | | | | | | | | |
| Complete Address: | | | | | | | | | | | | | | | |
| | | | | | | | | | | Postal Code: | | | | | |
| 3 | Number of Transcripts: | Send Transcript To: | | | | | | | | | | | | | |
| Complete Address: | | | | | | | | | | | | | | | |
| | | | | | | | | | | Postal Code: | | | | | |
| 4 | Number of Transcripts: | Send Transcript To: | | | | | | | | | | | | | |
| Complete Address: | | | | | | | | | | | | | | | |
| | | | | | | | | | | Postal Code: | | | | | |

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| Fee for Transcripts | The fee for transcripts is as follows: (GST is not charged on this fee) | | | |
| 1 – 4 transcripts \$20.00 | 5 – 8 transcripts \$40.00 | 9 – 12 transcripts \$60.00 | 13 – 16 transcripts \$80.00 | |

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| Payment Information | <i>Fees are non-refundable.</i> | | | |
| Method of Payment (check one): | <input type="checkbox"/> Certified Cheque (Payable to Minister of Finance and Enterprise) | <input type="checkbox"/> Debit Card | <input type="checkbox"/> Mastercard | <input type="checkbox"/> VISA <input type="checkbox"/> American Express |
| | <input type="checkbox"/> Money Order (Payable to Minister of Finance and Enterprise) | <input type="checkbox"/> Company Cheque (Payable to Minister of Finance and Enterprise) | | |

If you check Mastercard, VISA, or American Express, provide all of the credit card information requested below.

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| Card Number: | Amount of Payment: (payment must be made in full): |
| Expiry Date: (mm/yy) | Cardholder Name: |
| | Cardholder Signature: |
| <ul style="list-style-type: none"> If you are paying by certified cheque or money order, make it payable to the Minister of Finance and Enterprise. If you wish to make your payment by VISA, Mastercard or American Express, complete this section of the application, or if someone else is making the payment, have this section completed and signed by the cardholder. If you wish to make your payment by debit card (Interac), you must personally deliver your application to an Apprenticeship and Industry Training Office. | |

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| Signature of Applicant | If you do not sign this request, it will not be processed. |
| Signature of Applicant: | Date (yyyy/mm/dd): |

Send or deliver your completed transcript request and the required payment to one of the following offices:

| Alberta Apprenticeship and Industry Training Offices | | | |
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| City or Town | Address | Postal Code | Phone No. |
| Bonnyville | 2 nd Floor Provincial Building 4902 50 Avenue / PO Box 8115 | T9N 2J4 | (780) 826-6142 |
| Calgary | Suite 200 Willow Park Centre 10325 Bonaventure Drive SE | T2J 7E4 | (403) 297-6457 |
| Edmonton | 7 th Floor South Tower Seventh Street Plaza 10030 107 Street | T5J 4X7 | (780) 427-8517 |
| Fort McMurray | Box 19 7 th Floor Provincial Building 9915 Franklin Avenue | T9H 2K4 | (780) 743-7150 |
| Grande Prairie | Suite 100 Towne Centre Mall 9845 99 Avenue | T8V 0R3 | (780) 538-5240 |
| Hinton | 564A Carmichael Lane | T7V 1S8 | (780) 865-8293 |
| Lethbridge | Room 280 2 nd Floor Provincial Building 200 5 Avenue South | T1J 4C7 | (403) 381-5380 |
| Medicine Hat | 3021 Dunmore Rd SE | T1B 2H2 | (403) 525-3100 |
| Peace River | Midwest Building 9715 100 Street / Bag 900-28 | T8S 1T4 | (780) 624-6529 |
| Red Deer | 3 rd Floor First Red Deer Place 4911 51 Street | T4N 6V4 | (403) 340-5151 |
| Slave Lake | Northern Lakes College – AOC Training Centre 1008 7 th Street / PO Box 787 | T0G 2A0 | (780) 849-7228 |
| Vermilion | Box 26 1 st Floor Provincial Building 4701 52 Street | T9X 1J9 | (780) 853-8150 |

The **Alberta Student Number (ASN)** provides all Alberta 'learners' with one ID number that will be used from kindergarten through post-secondary studies, including Alberta Apprenticeship and Industry Training. The ASN is used to streamline the disbursement of provincial funding to Alberta learners.

The ASN is recorded on Alberta High School Transcripts or is available on the Learner Registry at <http://www.learning.gov.ab.ca/learning/studentservices/ASNLookup>.

If you do not have an ASN (e.g., if you have moved to Alberta from another province), a 'Request for Alberta Student Number' form is available on the same website.

Notification: We are collecting the personal information in this application under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, to process, handle and issue the appropriate official transcripts in accordance with the information provided on this form. If you have any questions about the collection of this information, contact the Director, Policy, Research and Board Support, Advanced Education in Edmonton at (780) 427-8765 or toll-free in Alberta by calling 310-0000 and asking for (780) 427-8765.