

REQUEST FOR ACADEMIC DOCUMENTS

(See reverse for instructions)

(APEGA ID – If applicable)

Institution: University of Alberta University of Calgary Mount Royal University

(Legal First name) *(Middle name (s) – if applicable)*

(Legal Last name)

NOTE: APEGA requires your **Legal Name** for the purposes of your enrollment, however if the name appearing on your transcripts is different from your legal name, please provide it below.

(Transcript First name) *(Transcript Middle name (s) – if applicable)*

(Transcript Last name)

(Date of birth MM/DD/YY) *(Graduation MM/YY)*

(Email address)

(Engineering or Geoscience) *(Degree – I.E. BSc, BSc(S), etc.)*

(Discipline – I.E. Mechanical, Chemical, Geology, etc.) *(Student number)*

Dear Registrar’s Office:

In support of my application for enrollment as a Professional Member or Member-in-Training (Engineering or Geoscience) in the Province of Alberta, Canada, would you please forward a:

Certification of Graduation - for bachelor’s degrees from Canadian accredited engineering programs.

Transcript of my record (official list of courses and marks) - for all other post-secondary academic accomplishments, regardless of the program, level, degree or country. This includes all geoscience degrees.

DIRECTLY TO THE: Director of Registration
The Association of Professional Engineers and Geoscientists of Alberta

1500 Scotia One 10060 Jasper Avenue NW
Edmonton AB T5J 4A2

Yours truly,

<p>_____ <i>(Signature of student/applicant)</i></p> <p>_____ <i>(Date)</i></p>

----- **FOR UNIVERSITY USE ONLY BELOW - CERTIFICATION OF GRADUATION** -----

(Certified Correct)

(Signature or Seal of University)

INSTRUCTIONS TO APPLICANTS

REGARDING COMPLETION OF THE TOP OF THE FORM:

1. Print clearly with only one letter/number in each cell. Fill out all the information requested. Please do **not** use red ink.
2. If information (e.g., address) does not fit within the boxes provided, ignore the box spacing and print all information clearly.
3. **Engineering** - Only a certification of graduation is required for bachelor's degrees from Canadian accredited engineering programs. Please check the appropriate box.
4. **Geoscience** –
 - a. Both a certification of graduation and complete transcripts are required for geoscience and related disciplines. APEGA will use this form to request the **documentation from the institution granting your degree**. Please check both boxes.
 - b. A complete transcript is required for all other Canadian post-secondary academic accomplishments. (e.g., courses completed at a different institution for which you received transfer credits) **You are responsible for having any additional transcripts sent to APEGA.**
 - c. For any academic courses completed at **non-Canadian** institutions, for which you received transfer credits towards your degree, you will be required to order an International Credential Advantage Package (ICAP) report from World Education Services. Read and follow the instructions in the online application system.
5. Applicants should check with the university to ensure there are no outstanding fees. The applicant must pay outstanding fees before the university can release documents to APEGA.
6. Sign and date the form in the signature area provided.
7. ***Return this form to an APEGA staff member on the day of the event.***
8. Once this form has been received and you have completed the workshop, additional instructions for completing your online application will be provided.
9. A \$40.00 processing fee will need to be paid as part of the online application however this allows APEGA to waive the standard M.I.T. application fee and the first year's dues.

INSTRUCTIONS TO EDUCATIONAL INSTITUTION(S)

REGARDING COMPLETION OF THE BOTTOM OF THE FORM:

1. Please check the details of applicant's educational qualifications claimed and indicate any errors noted.
2. Ensure the form is signed or the institutional seal is imprinted when certification has been requested.
3. Forward the certification of graduation and/or transcript directly to APEGA.