

REQUEST FOR ACADEMIC DOCUMENTS

(See reverse for instructions)

(APEGA ID – If applicable)

Institution: University of Alberta University of Calgary Mount Royal University

<i>(Legal First name)</i>										<i>(Middle name (s) – if applicable)</i>									
<i>(Legal Last name)</i>																			
<i>(Address - Street)</i>																			
<i>(City)</i>										<i>(Province/State)</i>									
<i>(Postal code/ZIP code)</i>					<i>(Country)</i>														
<i>(Phone number)</i>					<i>(Date of birth MM/DD/YY)</i>					<i>(Graduation MM/YY)</i>									
<i>(Email address)</i>																			
<i>(Engineering or Geoscience)</i>										<i>(Degree – I.E. BSc, BSc(S), etc.)</i>									
<i>(Discipline – I.E. Mechanical, Chemical, Geology, etc.)</i>										<i>(Student number)</i>									

Dear Registrar’s Office:

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

- Transcript of my record (official list of courses and marks) for all post-secondary academic accomplishments, regardless of the program, level, degree.

DIRECTLY TO THE:
Registration
The Association of Professional
Engineers and Geoscientists of Alberta
1500 Scotia One
10060 Jasper Avenue NW
Edmonton, Alberta
T5J 4A2

Yours truly,

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

INSTRUCTIONS TO APPLICANTS REGARDING COMPLETION OF THE FRONT 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** – No further education documentation is required at this time.
4. **GEOSCIENCE** – If you were granted credit towards your degree for academic courses taken at any institution other than the university granting your degree, including a high school, follow these instructions:
 - a. For any academic courses completed at a different **Canadian** academic institution for which you received credits towards your degree, you must request to have a set of official transcripts mailed directly to APEGA from the institution. You are responsible for any additional costs incurred.
 - b. For any academic courses completed at **non-Canadian** institutions for which you received credits towards your degree, you must order an International Credential Advantage Package (ICAP) report from World Education Services. Enter the education in the online application system and follow the instructions on screen. You are responsible for any additional costs incurred.
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 will allow APEGA to waive the standard M.I.T. application fees and the first year's dues.

INSTRUCTIONS TO EDUCATIONAL INSTITUTION(S):

1. Please check the details of applicant's educational qualifications claimed and indicate any errors noted.
2. Forward the official transcripts directly to APEGA.