

## REQUEST FOR ACADEMIC DOCUMENTS

*(See reverse for instructions)*

### THE REGISTRAR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

In support of my application for registration as a Professional (Engineer) (Geoscientist) in the Province of Alberta, Canada, would you please forward a

- Certification of Graduation - for bachelor's degrees in **engineering** from accredited **Canadian** universities.
- 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,

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Address - Street)*

\_\_\_\_\_  
*(Legal Name - Please Print)*

\_\_\_\_\_  
*(City)*

\_\_\_\_\_  
*(Preferred Name)*

\_\_\_\_\_  
*(Country)*

\_\_\_\_\_  
*(Postal Code)*

\_\_\_\_\_  
*(Date)*

DEGREE \_\_\_\_\_ FACULTY \_\_\_\_\_

DISCIPLINE \_\_\_\_\_ DATE OF GRADUATION \_\_\_\_\_

STUDENT NUMBER *(If Applicable)* \_\_\_\_\_

**For University Use Only:**

**CERTIFICATION OF GRADUATION**

\_\_\_\_\_  
*(Certified Correct)*

\_\_\_\_\_  
*(Signature or Seal of University)*

**INSTRUCTIONS TO APPLICANTS  
REGARDING COMPLETION OF THE TOP OF THE FORM:**

1. This form is to be sent ***BY THE APPLICANT*** to the university, college or school attended.
2. Certification of graduation only is required for bachelor's degrees in engineering from accredited Canadian universities.
3. A complete transcript is required for all other post secondary academic accomplishments, regardless of the program, level or country.
4. Applicants should check with the university to ensure there are no outstanding transcript fees. The applicant must pay transcript fees before the university can release documents to APEGA.
5. For graduates of foreign institutions, the exact title of the degree obtained should be specified, both in the language of the institution attended and in English.

**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 either the certification or transcript directly to APEGA.

**REVISED MARCH 2012**