

# Transcripts

Version 16

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An official transcript is a detailed record of your academic history at Seneca that carries an authorized signature. Official transcripts can be requested as a secure digital document.

Seneca is using a new Canadian digital credential platform called MyCreds to issue academic documents electronically. These digital transcripts are certified and considered official, and can be shared securely with educational institutions, employers and other third parties. These documents are requested through Student Home and delivered through the MyCreds Portal.

Official transcripts must be requested using one of the methods outlined below, and a fee of \$10 plus \$1.30 HST is charged for each copy.

Official transcripts will not be issued if there are outstanding financial obligations to Seneca.

## Requesting Official Transcripts

### For Students With Access to Student Home

- if you are a current student or have been away from Seneca for less than three years and can access your [Student Home](#) and [Seneca email account](#), submit your request online via Student Home
- prior to submitting your request, please verify your personal and contact information on Student Home by visiting the "Profile" tile and reviewing items in the "Personal Details," "Contact Details" and "Addresses" sections to ensure your first name, last name, address and personal email address is correct to avoid delay
- once you have verified your information, proceed to the "Academic Records" tile, then select "Request Official Transcript" from the menu; review the [Requesting an Official Electronic Transcript tip sheet](#) (PDF) for more information
- when Seneca processes your digital transcript, you will receive an email confirmation from MyCreds with instructions for retrieving your document; review the [Viewing and Sharing your Transcript via MyCreds tip sheet](#) (PDF) for more information

- for step-by-step instructions on how to share or download your document from MyCreds, please refer to the following [MyCreds How-To Videos](#)

## For Students Without Access to Student Home

- if you've been away from Seneca for more than one year, order your transcript by completing the [Official Transcript Request form \(PDF\)](#) and emailing it to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)

## Processing Times

- MyCreds requests from Student Home: within one to two business days
- mail-out requests from email: within five to seven business days
- transcript records prior to 1995: within seven to 10 business days

**During peak periods, requests may take longer due to high volume.**

**Note:** Paper transcripts are sent by regular Canada Post service. Transcripts being mailed internationally may take several weeks for delivery.

## Transcript Requests for Applications to Another Ontario College or University

- For current Seneca students applying to another Ontario college through Ontario Colleges, please use the online request on the [Ontario Colleges website](#).
- For current Seneca students applying to another Ontario university through [Ontario Universities' Application Centre \(OUAC\)](#), please use the online request on the OUAC website.
- Applying to the College of Early Childhood Educators (CECE): You should submit your transcript electronically through Student Home using the following instructions [Requesting an Official Electronic Transcript tip sheet](#) (PDF). Share your digital transcript with the College of ECE using [applications@college-ece.ca](mailto:applications@college-ece.ca) as the recipient email. For students that have already graduated, select the "Immediate Processing" option. For students enrolled in their final requirements and have not yet graduated, please select the "Credential Confer Date" option. If you are unable to place your order online through [Student Home](#), please email [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).
- Applying to the Law Society of Ontario: Request a digital transcript through your Student Home. Share your transcript with the LSO from your MyCreds profile using

[transcripts@lso.ca](mailto:transcripts@lso.ca) as the recipient email. Review the [Viewing and Sharing your Transcript via MyCreds tip sheet](#) (PDF) for instructions. For students that have already graduated, select the “Immediate Processing” option. For students enrolled in their final requirements and have not yet graduated, please select the “Credential Confer Date” option. If you are unable to place your order online through Student Home, please contact [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

## Fees and Payment

- there is a charge of \$10 plus \$1.30 HST per official transcript
- for requests through Student Home, please ensure you complete the checkout process after submission to facilitate timely processing
- Review the [Fee Payments web page](#) for payment methods

## Unofficial Transcripts

An unofficial transcript is a list of completed courses and grades from Seneca. Unofficial transcripts can be viewed and obtained by selecting the “Academic Records” tile in [Student Home](#). There is no fee for unofficial transcripts.

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