

Transcripts

Version 21

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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 can access your [Student Home](#) and [Seneca email account](#), submit your official transcript 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 no longer have access to your [Student Home](#) and [Seneca email account](#), order your transcript by logging in to your [Former Student Portal](#).

Processing Times

Requests for official transcripts may take a few business days for delivery. To ensure that you receive your transcripts on time, request your official transcripts as soon as possible.

Transcript request processing times are as follows after your payment is received by Seneca:

- **Digital transcripts on MyCreds:** one to two business days
- **Printed transcripts through mail:**
 - five to seven business days for addresses within Canada (Domestic mail)
 - seven to ten business days for addresses within the USA
 - four business weeks for addresses outside of Canada (International mail)
- **Transcript records prior to 1995:** seven to ten business days

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

Note: Paper transcripts are sent by regular Canada Post service. This delivery method does not provide tracking information.

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 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.

- 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 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.

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.

If you no longer have access to [Student Home](#), you can view and download your unofficial transcript by logging in to your [Former Student Portal](#).

tags : registrar-form