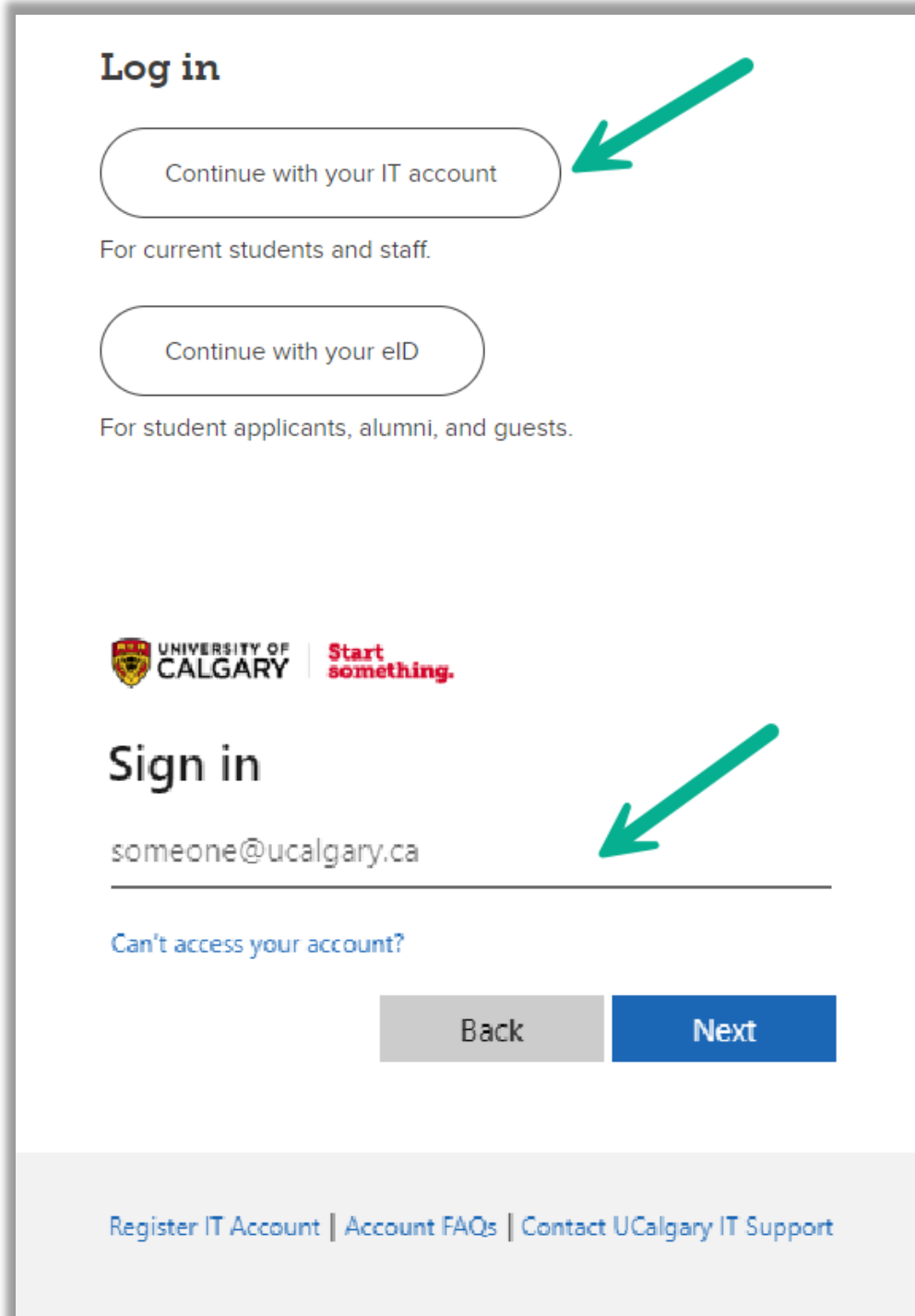


Below is a step-by-step guide to help you access your *Program Completion* letter.

1. Log into your Student Centre (my.ucalgary.ca)




Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

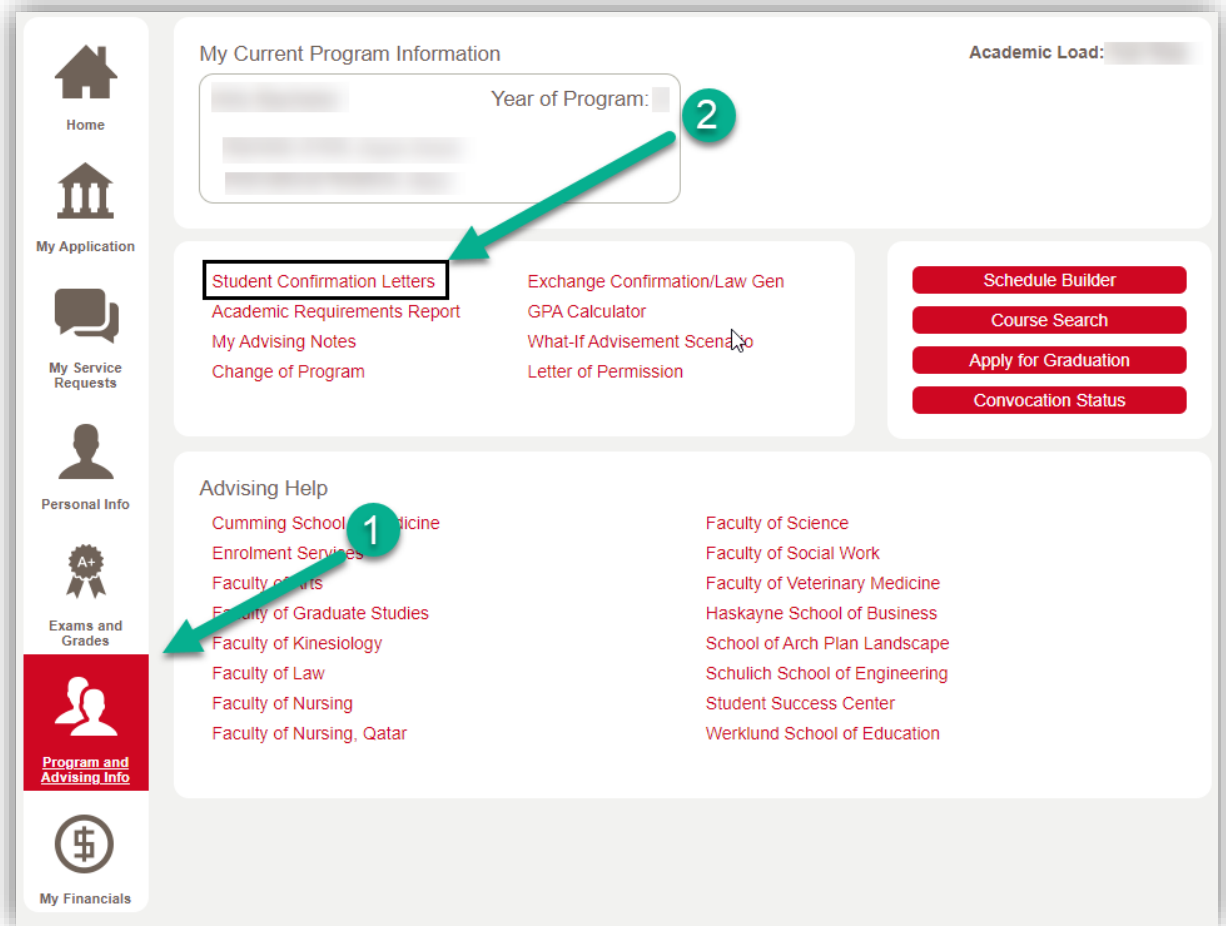
Sign in

[Can't access your account?](#)

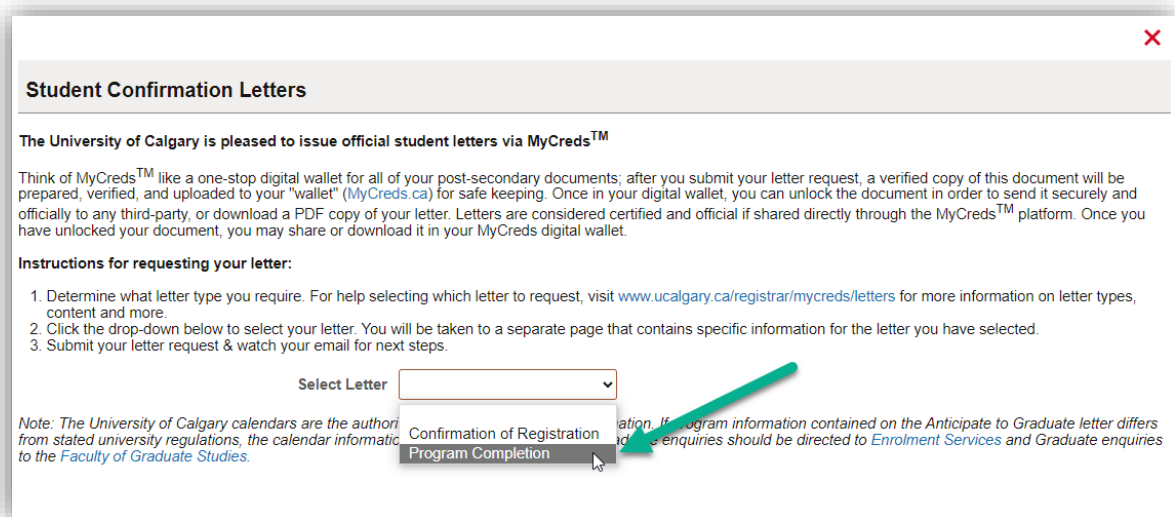
[Back](#) [Next](#)

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

- Go to the **Program and Advising Info** tab on the navigation panel, scroll to the middle of the page, and click on **Student Confirmation Letters**.



- Select the letter type – **Program Completion**. Please note, you must have submitted your application to graduate and have it approved by your home faculty to be able to view this option.



4. Read the instructions on the page.
Input your **Email Address**. This email address will be used to send you your *MyCreds* login information. **DO NOT ENTER THE RECIPIENT'S EMAIL ADDRESS.**
Now, click **Send**.

Program Completion

Career ↑↓	Program ↑↓	Degree Plan ↑↓	Primary Plan ↑↓	Joint ↑↓	Acad Load ↑↓	Deg Checkout ↑↓
UGRD	SCBCH	BSC-DEG	CMBI-MAJ	N	No Units	Eligible

Instructions for requesting your Program Completion letter:

1. Enter **your email address** and click the send button. Most letters are loaded to your MyCreds digital wallet within 15 minutes, but please allow up to 24 hours. Once your letter has been loaded to your MyCreds digital wallet, an email will be sent to this address with instructions on next steps.
2. Check your email on next steps.

Email Address

Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic letters through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Date Printed

PLEASE NOTE: An Anticipate to Graduate letter is not sufficient for Post Graduation Work Permit (PGWP) application purposes. You must wait until your Program Completion letter is available before you can submit your PGWP application. To understand when you can request a Program Completion letter, please contact your home faculty.

For more information on PGWP, contact [International Student Services](#).

Note: The University of Calgary calendars are the authoritative sources for program information. If program information contained on the Anticipate to Graduate letter differs from stated university regulations, the calendar information will take precedence. Undergraduate enquiries should be directed to [Enrolment Services](#) and Graduate enquiries to the [Faculty of Graduate Studies](#).

- The screen will confirm that your request has been submitted. This page will also confirm the Print Date that will be reflected on the requested letter.

✕

Program Completion

Career ↓	Program ↓	Degree Plan ↓	Primary Plan ↓	Joint ↓	Acad Load ↓	Deg Chkout ↓
UGRD	SCBCH	BSC-DEG	CMBI-MAJ	N	No Units	Eligible

Your Program Completion letter request has been submitted.

Your letter is now being uploaded to your MyCreds™ digital wallet. Most letters are loaded to your MyCreds™ digital wallet within 15 minutes, but please allow up to 24 hours. If you do not already have a MyCreds™ account, you will receive an email with instructions for creating one once your letter has been uploaded. After logging in, you will be able to access your Program Completion letter. If you have any questions, please contact [Enrolment Services](#) and provide your UCID and name for reference.

Email Address

Note: This address will not be saved. The email you provide will be used to send you instructions for accessing your electronic letters through MyCreds. You will use this email to create and login to your MyCreds digital wallet.

Date Printed 2024/08/12 12:30:53.000000PM

PLEASE NOTE: An Anticipate to Graduate letter is not sufficient for Post Graduation Work Permit (PGWP) application purposes. You must wait until your Program Completion letter is available before you can submit your PGWP application. To understand when you can request a Program Completion letter, please contact your home faculty.

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- MyCreds Registration:** If this is your first time requesting a MyCreds document, you will receive an email to the email address you provided in Step 4. The email will provide you with the link to [Register](#) to the MyCreds.ca portal. **Proceed to Page 4, Step 7.**

MyCreds Login: If you already have a MyCreds account associated with the email address mentioned in Step 4, please skip forward to **Page 6, Step 12.**

You have a new document from University of Calgary Inbox ✕

MyCreds.ca | MesCertif.ca <noreply@mycreds.ca> 2:41 PM (0 minutes ago) ☆ 📧 ↶

Dear _____,

A digital Verification of Graduation from the University of Calgary has been issued to you and is ready for viewing and secure sharing online through the MyCreds.ca | MesCertif.ca Learner Portal.

This document is digitally signed to ensure authenticity and tamper evidence.

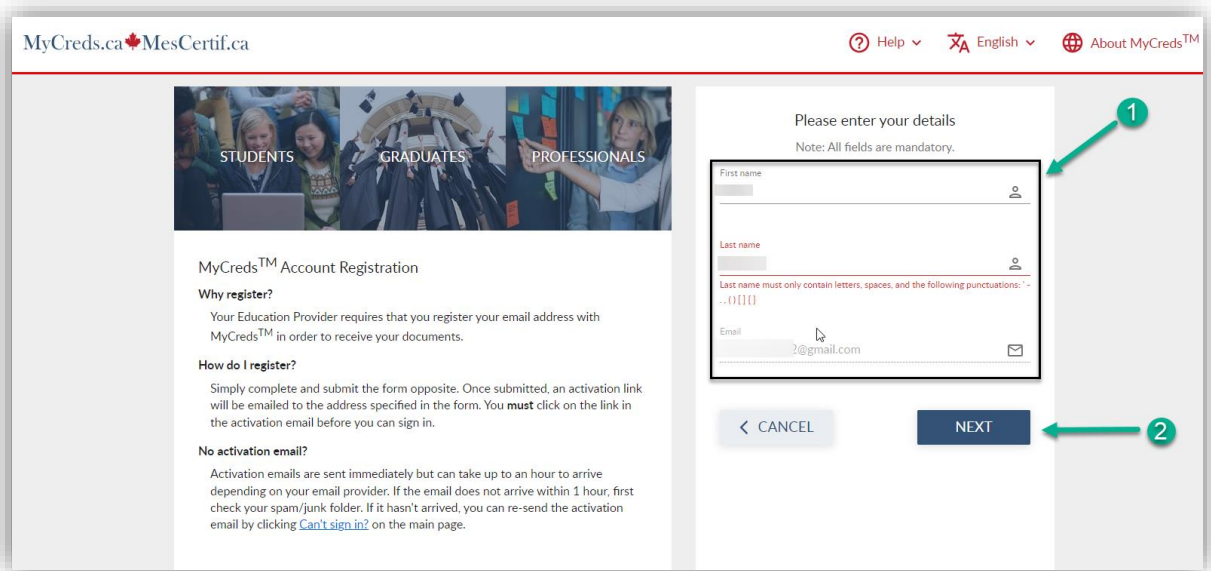
To access your Verification of Graduation and to share it with third parties online, please register for your MyCreds.ca | MesCertif.ca account.

If you have any queries, please contact us [here](#).

Frequently asked questions on the use of MyCreds.ca | MesCertif.ca can be found on the [Digitary FAQ pages](#).

General information about the University of Calgary's use of this technology can

7. Once you click the link to **Register** from your inbox, you will be redirected to the MyCreds registration page. Fill out your **First Name, Last Name** and **Email Address** (the email address should be the same as provided in your Student Centre request in Step 4). Click **Next**.



MyCreds.ca MesCertif.ca

Help English About MyCreds™

STUDENTS GRADUATES PROFESSIONALS

MyCreds™ Account Registration

Why register?
Your Education Provider requires that you register your email address with MyCreds™ in order to receive your documents.

How do I register?
Simply complete and submit the form opposite. Once submitted, an activation link will be emailed to the address specified in the form. You **must** click on the link in the activation email before you can sign in.

No activation email?
Activation emails are sent immediately but can take up to an hour to arrive depending on your email provider. If the email does not arrive within 1 hour, first check your spam/junk folder. If it hasn't arrived, you can re-send the activation email by clicking [Can't sign in?](#) on the main page.

Please enter your details
Note: All fields are mandatory.

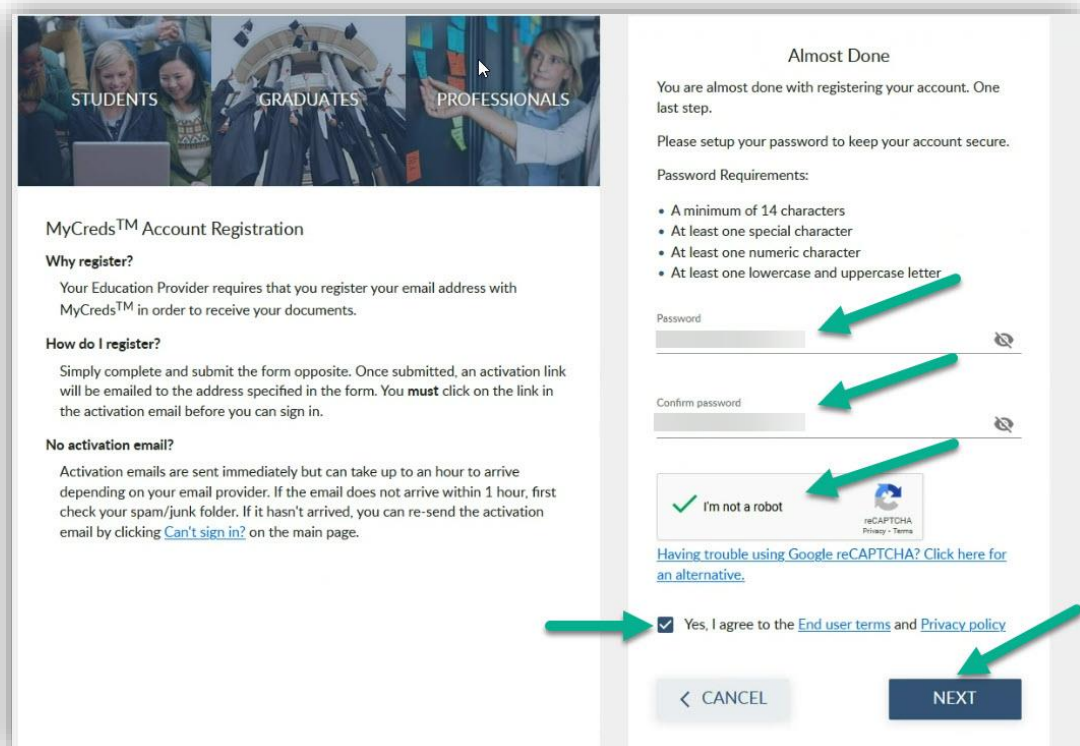
First name

Last name
Last name must only contain letters, spaces, and the following punctuations: '- . () {}

Email
?@gmail.com

< CANCEL NEXT

8. You will be asked to enter a password and confirm this. Confirm the other requirements on the screen and click **Next**.



STUDENTS GRADUATES PROFESSIONALS

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Almost Done

You are almost done with registering your account. One last step.

Please setup your password to keep your account secure.

Password Requirements:

- A minimum of 14 characters
- At least one special character
- At least one numeric character
- At least one lowercase and uppercase letter

Password

Confirm password

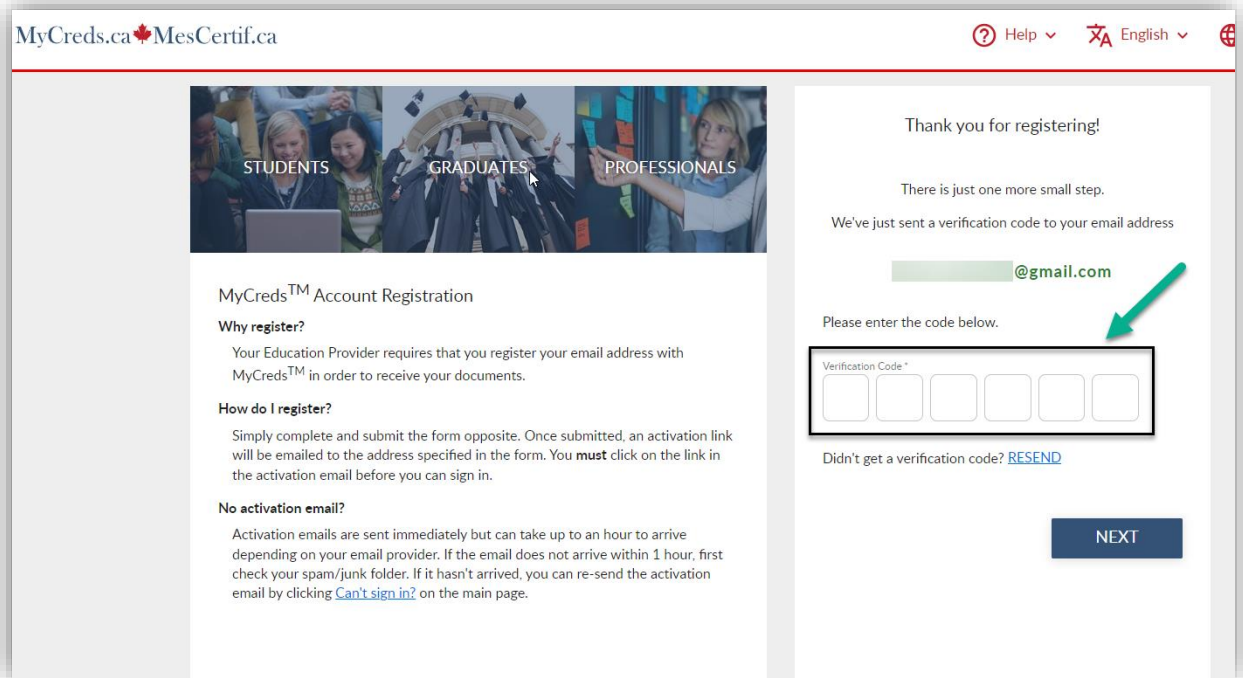
I'm not a robot

Having trouble using Google reCAPTCHA? [Click here for an alternative.](#)

Yes, I agree to the [End user terms](#) and [Privacy policy](#)

< CANCEL NEXT

9. The next screen will request a 6-digit **Verification Code**. MyCreds will send this code to your email inbox to verify your email.



MyCreds.ca MesCertif.ca

Help English

STUDENTS GRADUATES PROFESSIONALS

MyCreds™ Account Registration

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Thank you for registering!

There is just one more small step.

We've just sent a verification code to your email address

@gmail.com

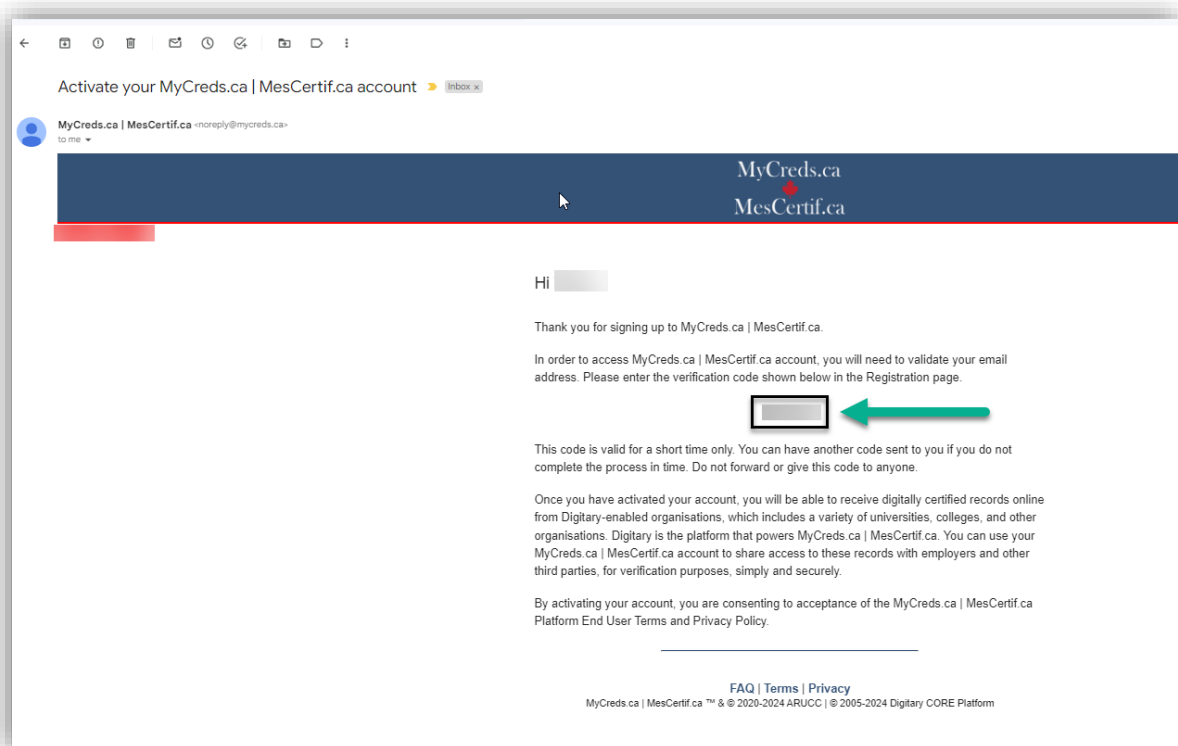
Please enter the code below.

Verification Code*

Didn't get a verification code? [RESEND](#)

NEXT

10. Open your email inbox to view the 6-digit Verification Code. Copy this code over to the MyCreds page.



Activate your MyCreds.ca | MesCertif.ca account

MyCreds.ca | MesCertif.ca

Hi

Thank you for signing up to MyCreds.ca | MesCertif.ca.

In order to access MyCreds.ca | MesCertif.ca account, you will need to validate your email address. Please enter the verification code shown below in the Registration page.

This code is valid for a short time only. You can have another code sent to you if you do not complete the process in time. Do not forward or give this code to anyone.

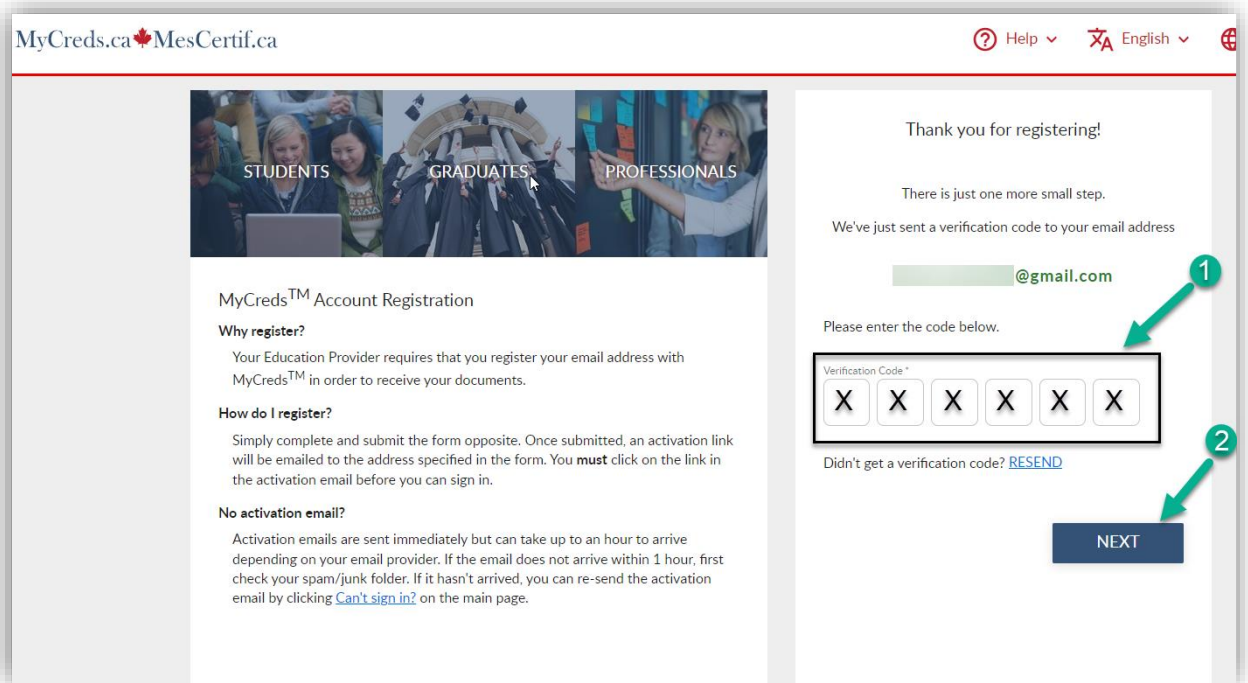
Once you have activated your account, you will be able to receive digitally certified records online from Digitary-enabled organisations, which includes a variety of universities, colleges, and other organisations. Digitary is the platform that powers MyCreds.ca | MesCertif.ca. You can use your MyCreds.ca | MesCertif.ca account to share access to these records with employers and other third parties, for verification purposes, simply and securely.

By activating your account, you are consenting to acceptance of the MyCreds.ca | MesCertif.ca Platform End User Terms and Privacy Policy.

FAQ | Terms | Privacy

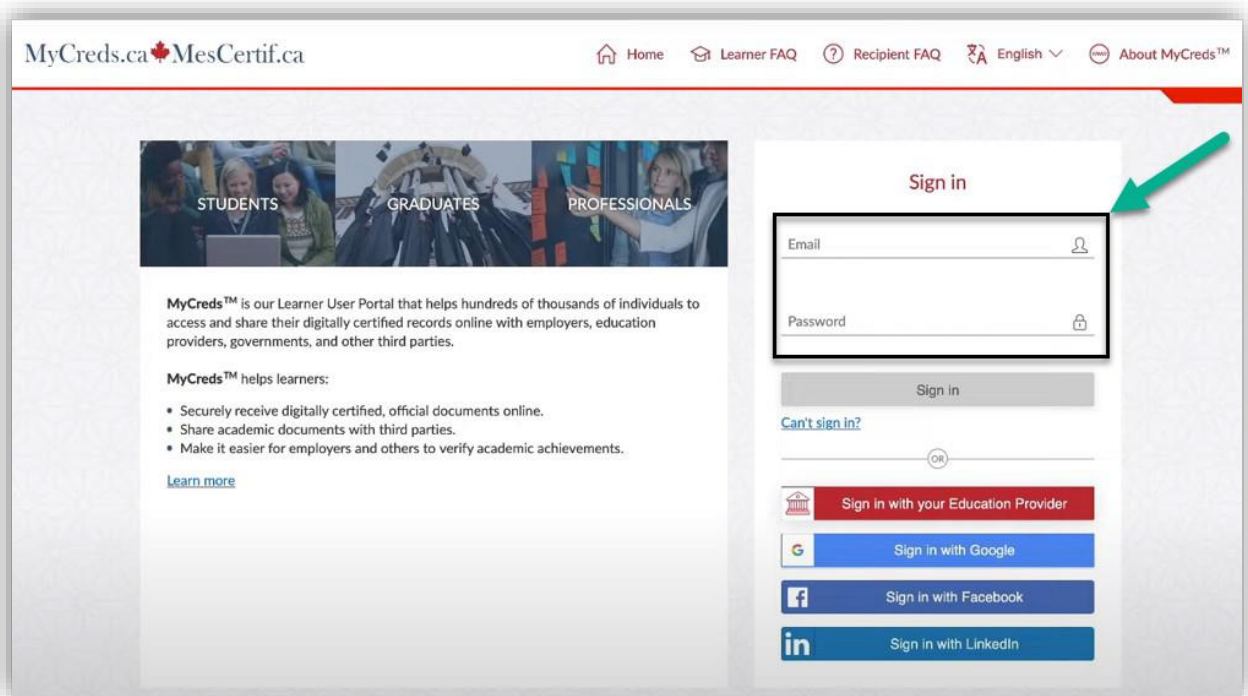
MyCreds.ca | MesCertif.ca™ & © 2020-2024 ARUCC | © 2005-2024 Digitary CORE Platform

11. Once you input the code to the MyCreds page, click **Next**.

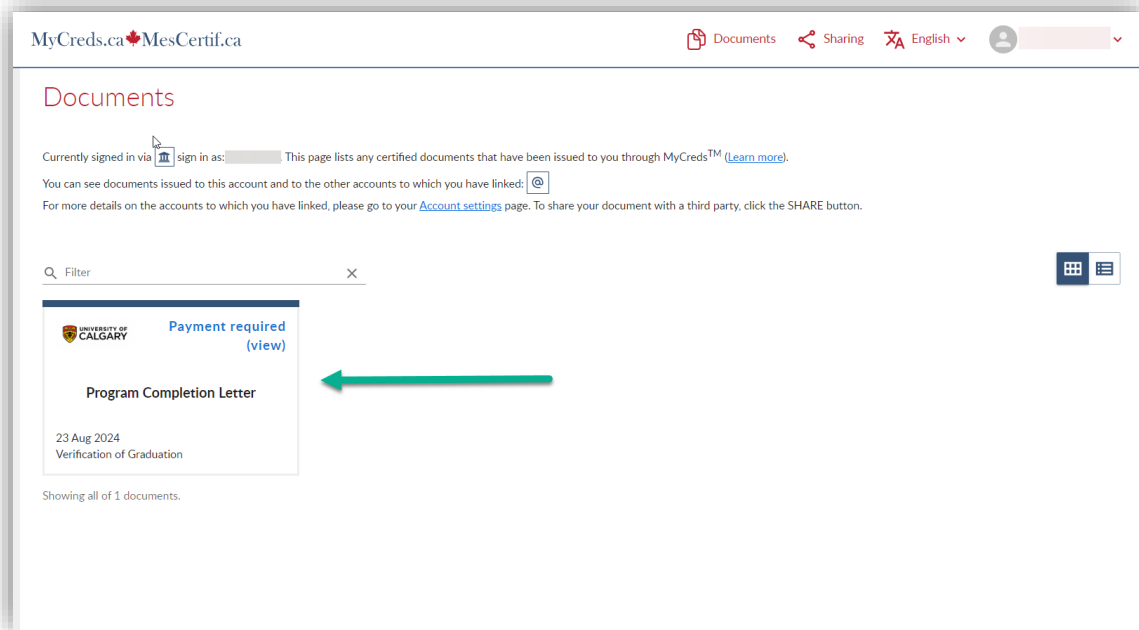


12. You will now be directed to log in to your MyCreds portal, where you can input the login information.

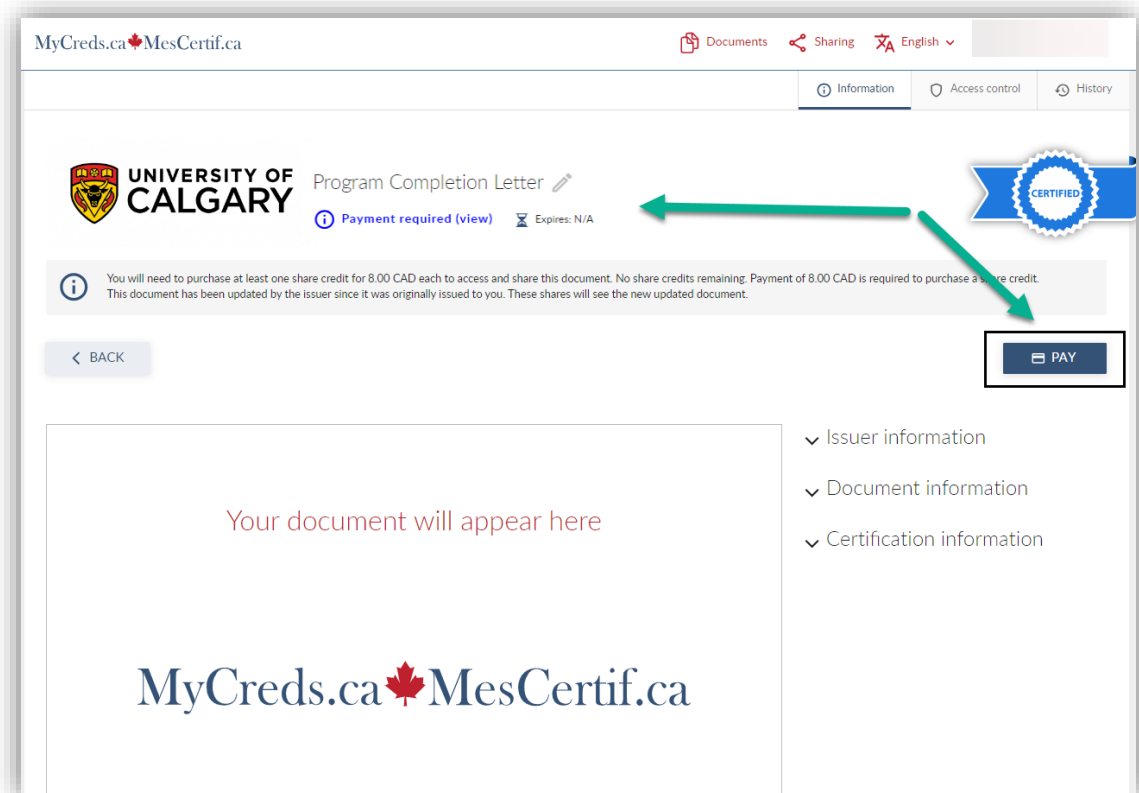
If you already have a MyCreds account associated with the email address mentioned in Step 4, you can enter your login information directly on the MyCreds **Sign in page to access the letter.



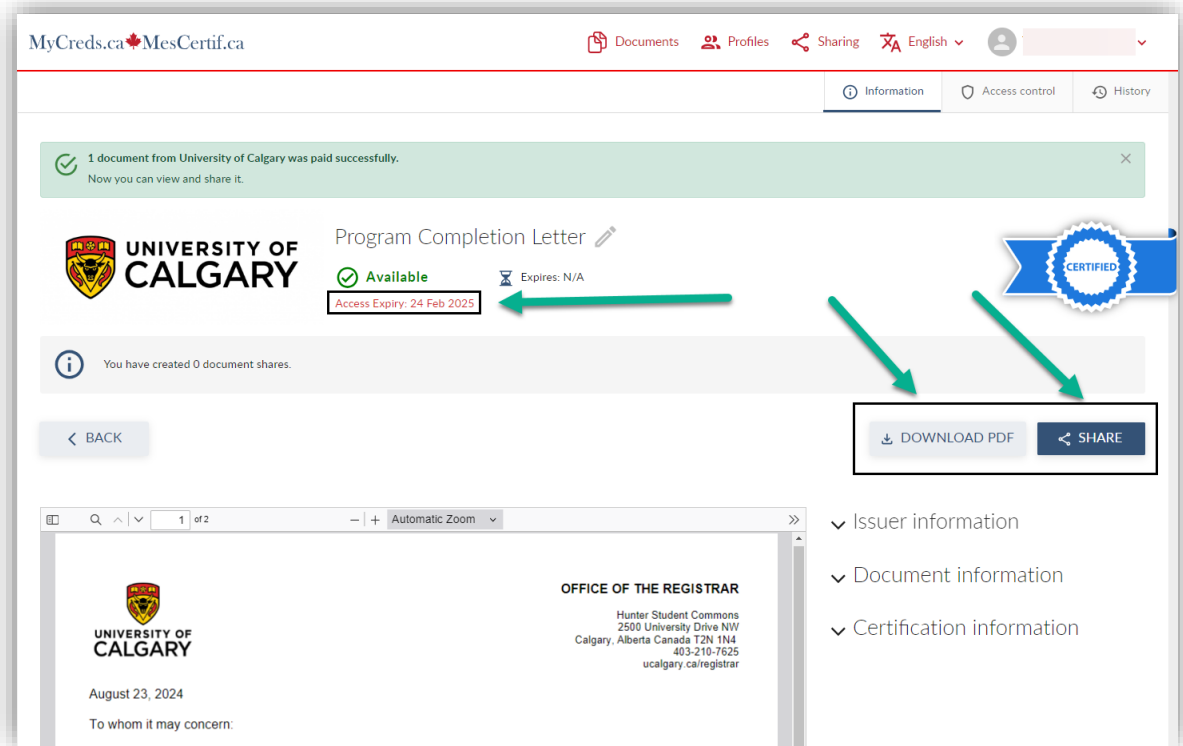
13. You are now logged in to your MyCreds portal. Your requested letter should be available on the **Documents** page. Click on the tile with your letter to open it.



14. The next page will indicate that there is **Payment required** to access the letter. You can initiate this payment through the **Pay** button.



15. Once payment is complete, you can **view, download, and share** the letter. The **Access Expiry** indicates the date this letter will no longer be available on your MyCreds portal.




MyCreds.ca MesCertif.ca

Documents Profiles Sharing English

Information Access control History

1 document from University of Calgary was paid successfully.
Now you can view and share it.

 UNIVERSITY OF CALGARY Program Completion Letter

Available Expires: N/A

Access Expiry: 24 Feb 2025


CERTIFIED

You have created 0 document shares.

BACK

DOWNLOAD PDF SHARE

1 of 2 Automatic Zoom

 UNIVERSITY OF CALGARY

August 23, 2024

To whom it may concern:

OFFICE OF THE REGISTRAR
Hunter Student Commons
2500 University Drive NW
Calgary, Alberta Canada T2N 1N4
403-210-7625
ucalgary.ca/registrar

Issuer information
Document information
Certification information

End of Procedure. For further questions, please contact [Enrolment Services](#).