

September 2021

Hello Class of 2022!

If you plan on attending college or university next year, you will need to provide your grades to the schools you apply to. This will happen in several ways depending on the schools' preference (**which they will notify you of**). One of those ways is to complete the STS Form (transcript and certificate form):

Go to:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

Here is what it looks like:

Order Transcripts & Certificates

i June 2020 final marks and graduation status updates are now available.

The [StudentTranscripts Service \(STS\)](#) allows you to view and order transcripts or certificates from B.C. or Yukon secondary schools. See [Help Videos](#) on using the STS.

Order Transcripts or Certificates as a



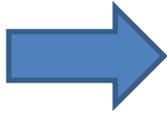
 <p>Current student</p> <ul style="list-style-type: none">You are now enrolled in a secondary school, orHave completed a course within the last six months	 <p>Former student</p> <ul style="list-style-type: none">More than six months have passed since you completed a secondary school course	 <p>Returning user</p> <ul style="list-style-type: none">You are familiar with the StudentTranscripts Service (STS) and have used it before
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Click on "Current student"

Then:

Click on "Register for a Basic BCeID"

First time users may register for a Basic BCeID. Returning users log in using the StudentTranscripts Services.



 Register for a Basic BCeID Online ID for secure access to B.C. government services. Register	 Log in to StudentTranscripts Services (STS) with BCeID Access STS with Basic BCeID for exam results & transcripts/certificates Log in
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Register for a Basic BCeID

Surname

Given/First Name

First Middle Name (optional)

Other Middle Names (optional)

Email

Phone Number (optional)

User ID
Choose your user ID. You'll use this user ID with your password to log in.

Password
Choose a password at least 8 characters long, to a max of 14 characters long. [Password passwords](#)

Register your **BCeID** by clicking the “**Register for a Basic BCeID**” button. **READ** the instructions and complete the fields required on the form. Make note (that means write down) the user name and password you created. **Once you have done this, you will get an email asking you to activate your account.** Open your email to find the email from BCeID (DO NOT OPEN ON YOUR PHONE). By opening the email, your account will be activated.

You will now need to register for Student Transcript Service.

The BCeID logon will direct you to the StudentTranscripts Online Registration Form. You will need your PEN, full legal name, DOB and a current email address to complete the registration process

Register for StudentTranscripts



Welcome Christie Foster.

You need to register your student information with StudentTranscripts before you can access your StudentTranscripts D

* Indicates a required field

Student Information you use(d) in your School of Record

Please ensure that your student information you enter matches the information at your school of record.

Personal Education Number (PEN) *

Don't have a
PEN?

First Name *

Middle Name

Last Name *

Date of Birth (dd/mm/yyyy) *

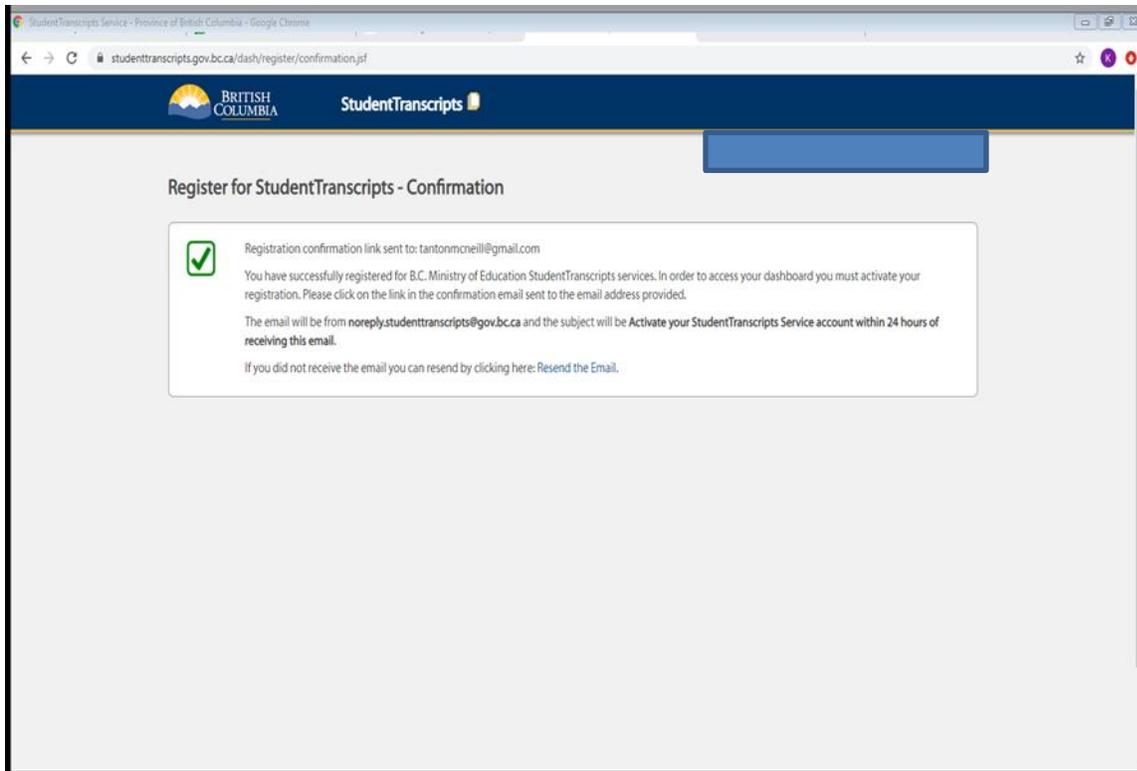
Contact Information

Please ensure your contact information is correct and up to date in order to receive email about your StudentTranscript Services ac

Email *

Phone Number

Once you complete this, an email will be sent to you to activate your Student Transcript Service Account. Click on the link to activate account.



Activate your Education Account Inbox x



noreply.studenttranscripts@gov.bc.ca

to me ▾

Hello,

You recently created a StudentTranscripts registration with the Ministry of Education.

To complete the registration process we need to verify your identity. To do this we need to link your BCeID account to your StudentTranscripts account.

To finish this process you need to:

1. [Activate StudentTranscripts Registration](#)
2. Then login with your BCeID username and passwords to StudentTranscripts

If the above link doesn't work, please paste this link into your web browser's address field:

Then go back to:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

Now use the “Log in with BCeID” button to log into the site by clicking on “Returning user”. The page looks like this.

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Order Transcripts or Certificates as a



[Current student](#)

- You are now enrolled in a secondary school, or
- Have completed a course within the last six months



[Former student](#)

- More than six months have passed since you completed a secondary school course



[Returning user](#)

- You are familiar with the StudentTranscripts Service (STS) and have used it before



Log in with BCeID

User ID

Use a Basic BCeID

Password

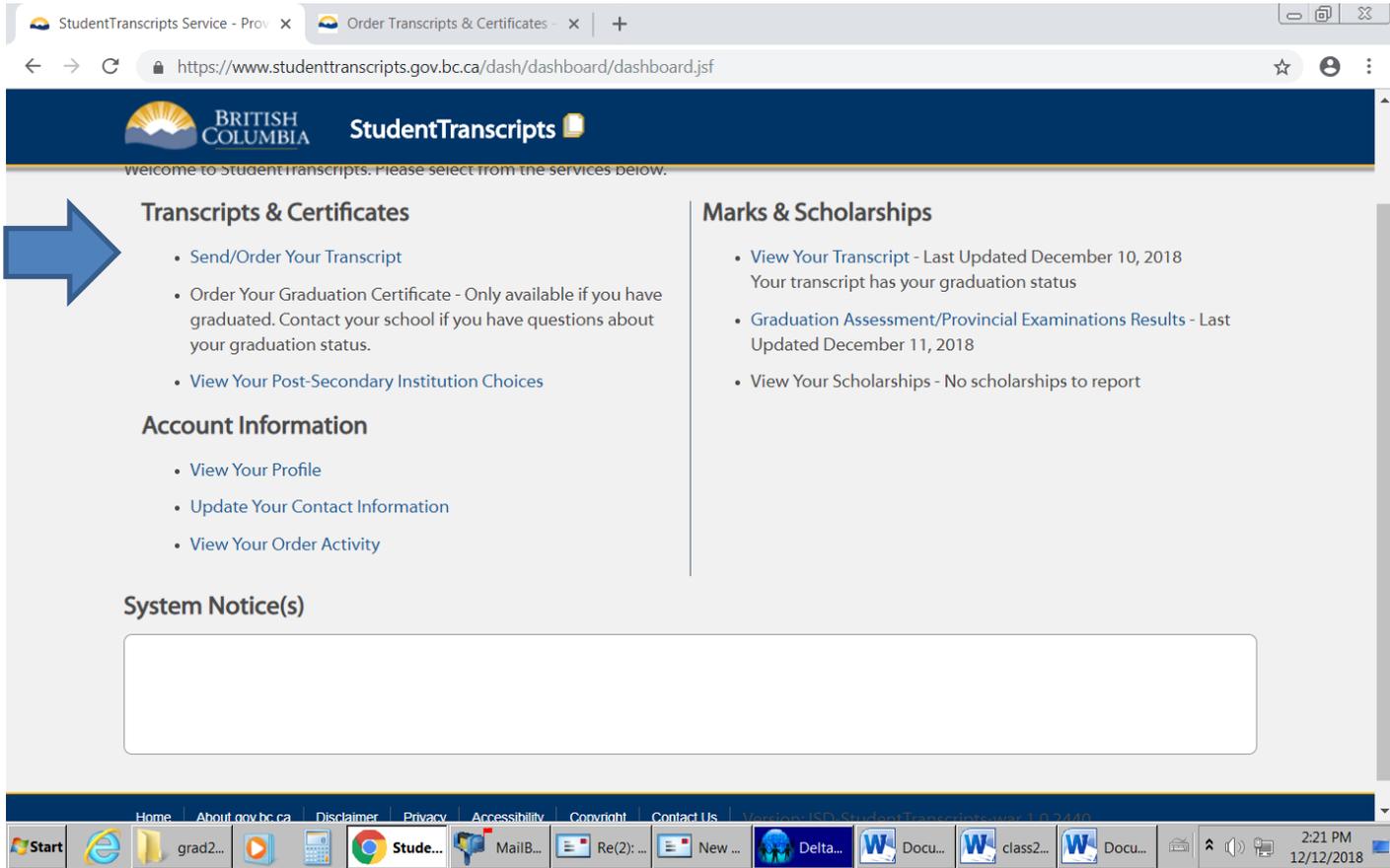
Continue

[Forgot your user ID or password?](#)

No account?

[Register for a BCeID](#)

Now click, "send/order transcripts"



The screenshot shows a web browser window with two tabs: "StudentTranscripts Service - Prov..." and "Order Transcripts & Certificates - x". The address bar shows the URL "https://www.studenttranscripts.gov.bc.ca/dash/dashboard/dashboard.jsf". The page header features the British Columbia logo and the text "StudentTranscripts". Below the header, a welcome message reads "welcome to student transcripts. Please select from the services below." The main content area is divided into three sections: "Transcripts & Certificates", "Account Information", and "Marks & Scholarships". A blue arrow points to the "Send/Order Your Transcript" link in the "Transcripts & Certificates" section. The "Account Information" section includes links for "View Your Profile", "Update Your Contact Information", and "View Your Order Activity". The "Marks & Scholarships" section includes links for "View Your Transcript", "Graduation Assessment/Provincial Examinations Results", and "View Your Scholarships". At the bottom, a system notice box is empty. The Windows taskbar at the bottom shows the Start button, several application icons (including Internet Explorer, File Explorer, and Google Chrome), and the system tray with the date and time "2:21 PM 12/12/2018".

StudentTranscripts Service - Prov... Order Transcripts & Certificates - x +

https://www.studenttranscripts.gov.bc.ca/dash/dashboard/dashboard.jsf

BRITISH COLUMBIA StudentTranscripts

welcome to student transcripts. Please select from the services below.

Transcripts & Certificates

- Send/Order Your Transcript
- Order Your Graduation Certificate - Only available if you have graduated. Contact your school if you have questions about your graduation status.
- View Your Post-Secondary Institution Choices

Account Information

- View Your Profile
- Update Your Contact Information
- View Your Order Activity

Marks & Scholarships

- View Your Transcript - Last Updated December 10, 2018
Your transcript has your graduation status
- Graduation Assessment/Provincial Examinations Results - Last Updated December 11, 2018
- View Your Scholarships - No scholarships to report

System Notice(s)

Home About gov.bc.ca Disclaimer Privacy Accessibility Copyright Contact Us Version: JSD-StudentTranscripts-ws-1.0.2440

Start e grad2... Stude... MailB... Re(2): ... New ... Delta... W Docu... W class2... W Docu...

2:21 PM 12/12/2018

StudentTranscripts Service - Prov x Order Transcripts & Certificates x +

https://www.studenttranscripts.gov.bc.ca/dash/order/consent.jsf

BRITISH COLUMBIA StudentTranscripts

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

Questions about the collection of this information should be directed by email to:

Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

I consent

Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- Send Transcript

Send your transcript to an employer(s), yourself, or anyone

- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

Taskbar: Start, e, grad2..., Stude..., MailB..., Re(2): ..., New ..., Delta..., W Docu..., W class2..., W Docu..., 2:22 PM 12/12/2018

Check the, "I consent" box, then select send transcript

This page defaults to BC PSIs. Select the PSIs from the list by highlighting the name, then click move to list. Repeat the process for all schools you applied to or are planning on applying to. To switch provinces, use the pull down menu.

Send Copy of Transcript to University, College or Other Post-Secondary Institution



Due to COVID-19, Canada Post is updating their service interruptions & suspension alerts. If you need to send a transcript to a post-secondary institution outside of Canada, contact the school to ask about extensions or other delivery methods.

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you

Choose From List

Search by Name

For schools outside of Canada

Province

British Columbia

Drop down for other provinces

Available Institutions

UBC FOR Real Estate Division ONLY
UNIVERSITY CANADA WEST - ONLINE
UNIVERSITY OF BC-UBC-ALL CAMPUSES
UNIVERSITY OF NORTHERN BC
UNIVERSITY OF THE FRASER VALLEY
UNIVERSITY OF VICTORIA

Selected Institutions

Go to Next Step

Then click, "Go to Next Step"

StudentTranscripts Service - Prov x Order Transcripts & Certificates x +

https://www.studenttranscripts.gov.bc.ca/dash/order/sendtranscript.jsf

BRITISH COLUMBIA StudentTranscripts

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

UNIVERSITY OF VICTORIA
PO BOX 3025 STN CSC, VICTORIA, BC, CA, V8W3P2

Send my printed transcript now. [Help?](#)

Send Interim and Final Marks when they become available. [Help?](#)

< Previous Step **Go to Next Step >** Cancel Request

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2:27 PM 12/12/2018

The next step is to click the appropriate button which will default to the option each PSI wants. In the example above it is "send interim and final marks..."

DO NOT CHOOSE "SEND MY PRINTED TRANSCRIPT NOW"

Go to Next Step

The screenshot shows a web browser window with the URL <https://www.studenttranscripts.gov.bc.ca/dash/order/sendtranscript.jsf>. The page header includes the British Columbia logo and the text "StudentTranscripts". A progress bar shows three steps: "1: Select Institution", "2: Choose Send Option", and "3: Confirm & Add to Cart", with the third step highlighted. Below the progress bar, a message reads: "Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your Shopping Cart order is completed." A box displays the selected institution: "UNIVERSITY OF VICTORIA" with address "PO BOX 3025 STN CSC, VICTORIA, BC, CA, V8W3P2" and a "Remove" link. Below this, a checkbox is checked and labeled "I have reviewed my order and course information." in red text. A blue arrow points to this checkbox. At the bottom of the form area, there are three buttons: "< Previous Step", "Add Order to Cart" (highlighted with a blue arrow), and "Cancel Request". The footer contains navigation links like Home, About gov.bc.ca, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us, along with a version number "Version: ISD-StudentTranscripts-war 1.0.2440". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "2:29 PM 12/12/2018".

Check the "I have reviewed my order", then add to cart, then submit.

For some schools, it will look like this.

UNIVERSITY OF BC-UBC-ALL CAMPUSES

2016-1874 EAST MALL, VANCOUVER, BC, CA, V6T1Z1

 Send my transcript electronically now. [Help?](#) Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates until:

SIMON FRASER UNIVERSITY

8888 UNIVERSITY DRIVE, BURNABY, BC, CA, V5A1S6

 Send my transcript electronically now. [Help?](#) Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates until:

LANGARA COLLEGE

100 W 49TH AVE, VANCOUVER, BC, CA, V5Y2Z6

 Send my transcript electronically now. [Help?](#) Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates until:

Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
UNIVERSITY OF BC-UBC-ALL CAMPUSES	Transcript	Updates available until 02/11/21 12:00 AM	1	2020-NOV-02	Remove
SIMON FRASER UNIVERSITY	Transcript	Updates available until 02/11/21 12:00 AM	1	2020-NOV-02	Remove
LANGARA COLLEGE	Transcript	Updates available until 02/11/21 12:00 AM	1	2020-NOV-02	Remove

Cost:

Order Item Type	Quantity	Unit Cost
Transcript to Post-Secondary Institution(s)	3	\$0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00

[Cancel](#)

 Your request was received successfully, you will receive a confirmation email shortly. Please note: XML transcripts are sent to post-secondary institutes immediately. For all other transcripts and certificates requests, documents are processed within 3-6 business days and sent by Canada Post standard letter mail service. Thank you.

Order #: 1067792 **Total Amount:** \$ 0.00 **Request Date:** 02-NOV-2020

Order Summary

Request to be sent to	Request	Quantity	Amount
LANGARA COLLEGE	Transcript	1	\$ 0.00
SIMON FRASER UNIVERSITY	Transcript	1	\$ 0.00
UNIVERSITY OF BC-UBC-ALL CAMPUSES	Transcript	1	\$ 0.00
Total Amount			\$ 0.00

Please print or save the receipt for your records.

[< Back to My Dashboard](#)

For Ontario Universities

Choose Ontario Universities APPL Centre (OUAC)

Province:

Available Institutions

- ONTARIO INSTITUTE OF AUDIO RECORDING TEC
- ONTARIO UNIVERSITIES' APPL CENTRE (OUAC)
- OUR LADY SEAT OF WISDOM COLLEGE
- OXFORD COLLEGE OF ARTS BUSINESS & TECH
- OZTREKK EDUCATIONAL SERVICES
- RANDOLPH ACADEMY FOR THE PERFORMING ARTS

+

→

+

←

Selected Institutions

- ONTARIO COLLEGE APPLICATION SERVICE

[→ Go to Next Step](#)

Send questions or concerns about ordering your official documents to

Email: studenttranscripts@gov.bc.ca

Include your name, birth date, Personal Education Number (PEN) in your email.