

## **Sending Transcripts to Universities and other Post-Secondary Institutions**

### **PSI Electronic Selection Form**

Instructions for Grade 12 Students

Students who are graduating this year and are applying to post-secondary schools for a September entry must submit PSI information to the Ministry on-line. In order for Ministry to report interim marks this process must be completed by **April 29<sup>th</sup>**. This form is only available until June 30<sup>th</sup>. If the process has not been completed by that time, students are responsible for getting their final marks to post-secondary institutions on their own.

Access the Ministry web site [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams)

Click on Info for students

Click on Student Secure Web

You will be asked to create an account (you will need your PEN number available from your counsellor) or to log-in to your account if you already have one (the account you use to check provincial exam marks)

Once you are into the **Secure Student Web**, click on Post-Secondary Institutions Selections

Some general information will be provided here. Scroll to the bottom of the page and click on Select PSI's

If you are applying to any school in BC, select "yes" to "forward my transcripts to all BC Electronic PSI's".

If you are applying to any Ontario schools select "yes" to "forward my transcripts to all OUAC schools".

If you need marks sent to other institutions proceed to "other post-secondary institutions outside of BC". Continue working your way through the page. You are allowed 6 choices free of charge in addition to "all BC" and/or "all Ontario".

Click "next"

Check the box for permission to release marks

Click "confirm"

Check the counselling department web site for more detailed instructions or see your counsellor for assistance.