



**STUDENT TRANSCRIPT  
SERVICE**

**SENDING TRANSCRIPTS  
TO POST SECONDARY  
SCHOOLS**



[Home](#) > [Education & Training](#) > [Kindergarten to Grade 12](#) > [Support](#) >

## Order Transcripts & Certificates



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



#### [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

### Additional Services



### Contact Information

Can't find what you are looking for? Do you have a question about ordering your transcript?

Contact us Monday through Friday, 7:30 am to 5 pm Pacific Time.



**Text your questions to:**  
[1 \(604\) 660-2421](tel:1(604) 660-2421)

#### **Victoria Office:**

[250 387-6121](tel:250 387-6121)

#### **Vancouver Office:**

[604 660-2421](tel:604 660-2421)

#### **Elsewhere in B.C. Toll Free:**

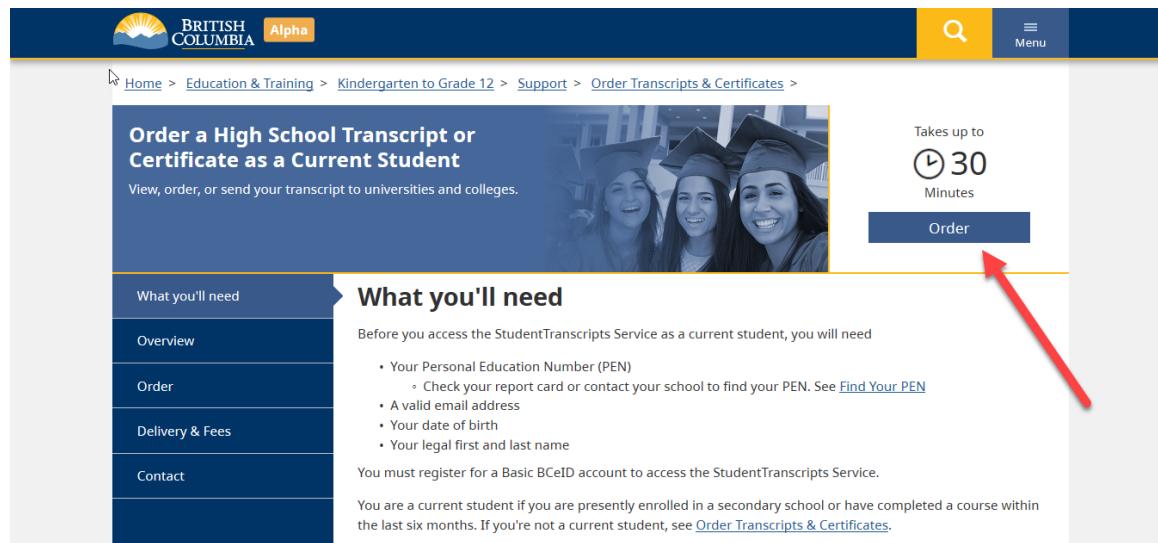
[1 800 663-7867](tel:1 800 663-7867)

#### **Outside B.C. Office:**

[604 660-2421](tel:604 660-2421)

# 1. ACCESSING THE TRANSCRIPT SERVICE:

**[studenttranscripts.gov.bc.ca](http://studenttranscripts.gov.bc.ca)**



The screenshot shows the British Columbia StudentTranscripts Service website. The top navigation bar includes the BC logo, a search icon, and a menu icon. The main content area has a blue header with the text 'Order a High School Transcript or Certificate as a Current Student' and a sub-header 'View, order, or send your transcript to universities and colleges.' Below this is a photo of three smiling graduates. To the right, a callout box states 'Takes up to 30 Minutes' with a 'Order' button. A red arrow points to this 'Order' button. On the left, a sidebar titled 'What you'll need' lists 'Overview', 'Order' (which is selected and highlighted in blue), 'Delivery & Fees', and 'Contact'.

**2: CLICK “ORDER”: THIS MAY TAKE UP TO 30 MINUTES TO COMPLETE**

### 3. NEXT YOU WILL REGISTER FOR BCeID

What you'll need

Overview

Order

Delivery & Fees

Contact

Next Section: **Order**

#### Order

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.

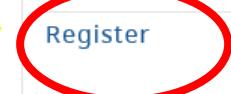
[Register](#)

**StudentTranscripts**

[Log in to StudentTranscripts Services \(STS\) with BCeID](#)

Access STS with Basic BCeID for exam results & transcripts/certificates

[Log in](#)





## Register for a Basic BCeID

4.  
COMPLETE  
THE FIELDS  
TO REGISTER  
FOR A 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. Passwords should have lower & upper case letters, numbers and symbols. [Learn more about passwords](#)

Weak

Medium

Strong

Confirm Password

## 4.1 CHOOSE YOUR PASSWORD RESET QUESTIONS

**Password Reset Questions**  
These questions will be used if you forget your password. You'll only be able to reset your password if you can answer these questions correctly.

**Question #1**  
Where did my mother and father meet?  
Victoria

**Question #2**  
Select Memorable Person  
Answer

I'm not a robot   
reCAPTCHA  
Privacy · Terms

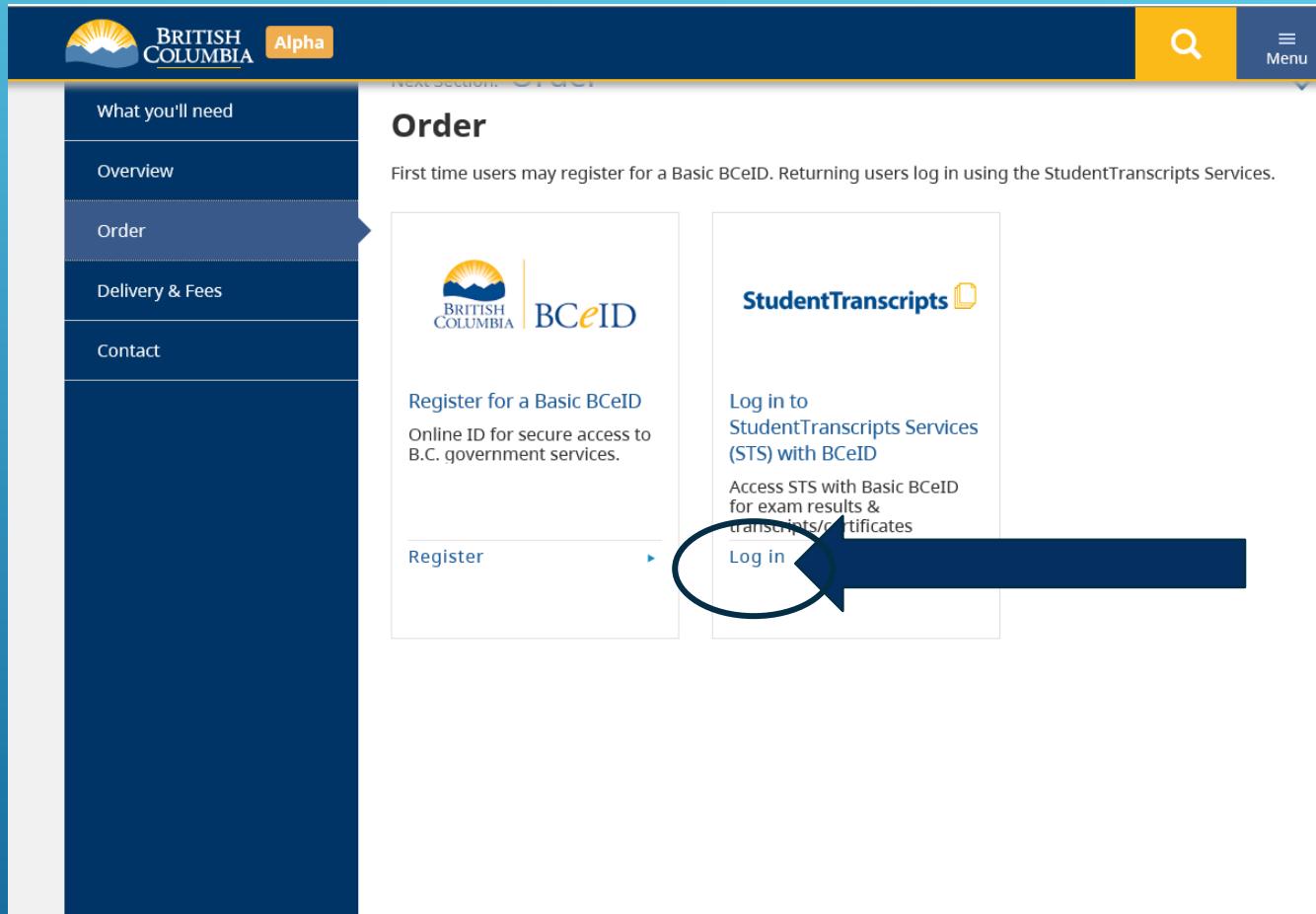
Yes, I have read and I accept the [Terms of Use Agreement](#)

Read the [BCeID Privacy Policy](#)

**Continue ➤**

- Students must remember their reset password answers!!!

# How to Order the Transcripts



BRITISH COLUMBIA Alpha

Next Section: [Order](#)

What you'll need

Overview

Order

Delivery & Fees

Contact

Order

StudentTranscripts Services (STS) with BCeID

Log in to StudentTranscripts Services (STS) with BCeID

Access STS with Basic BCeID for exam results & transcripts/certificates

Log in

5. NOW YOU CAN LOG IN UNDER STUDENTTRANSCRIPTS

# 6. Registering for Student Transcripts Service (STS)

**Register for StudentTranscripts**

Welcome Christie Foster.  
You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.

\* 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) \***

[i Don't have a PEN?](#)

**First Name \***

**Middle Name**

**Last Name \***

**Date of Birth (dd/mm/yyyy) \***  
 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 account.

**Email \***

**Phone Number**

**Required:**  
**PEN, First Name, Legal Last Name and email and must be correctly entered to avoid delays**

**\*PEN is available on report card**

# 6.1 STUDENTS MUST ENTER THE CORRECT PEN, DATE OF BIRTH AND LEGAL NAME AS THE SCHOOL RECORD!

 We cannot find your record. Please ensure you have entered a correct PEN, Date of Birth and the name you use(d) while attending secondary school.

\* 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) \*

123456788

 Don't have a PEN?

If entered 3 times incorrectly, you will be LOCKED OUT, so follow instructions!

Register for StudentTranscripts - Secondary School Information

 You have exceeded the number of attempts allowed to register. Please provide the information below then click submit. StudentTranscripts Services will be notified and will review your records. You will be informed via the email you have provided bceid.student@gmail.com when you can log back into StudentTranscripts.

Last Secondary School Name \*

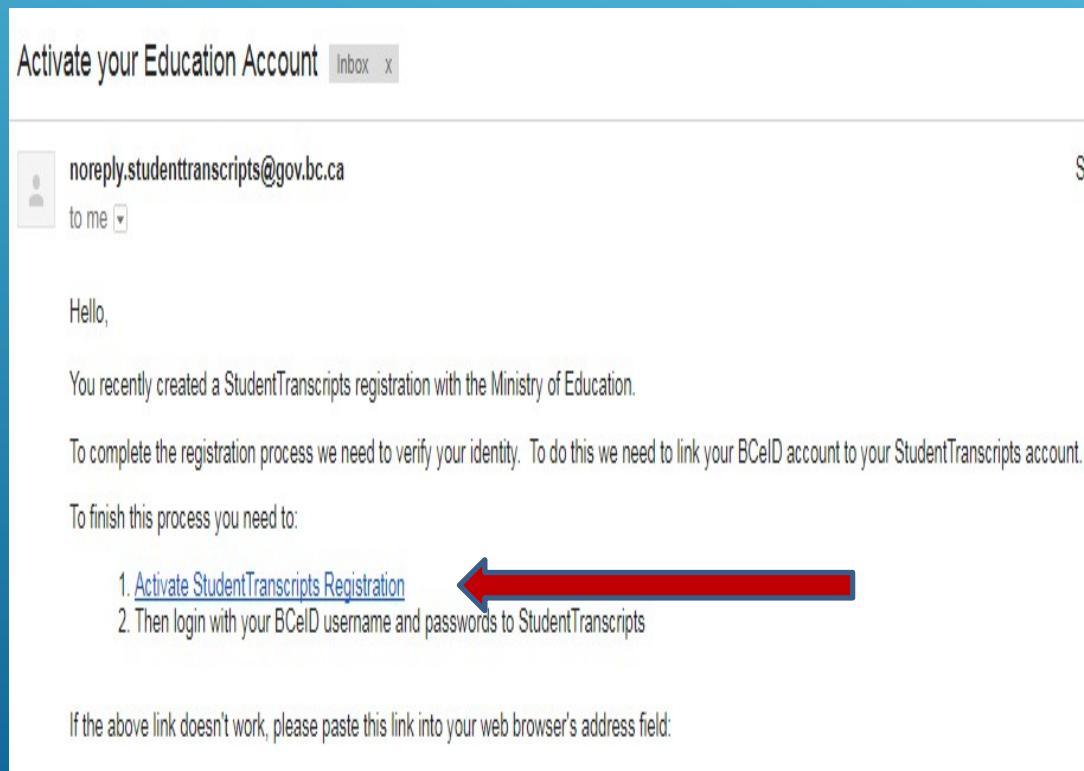
Last Secondary School Year (last calendar year attended) \*

Last Secondary School Grade (for example, Grade 11)

Grade 12

## 7. LOOK FOR AN ACTIVATION EMAIL...

An email confirmation will be sent to activate registration.



Activate your Education Account Inbox x

 noreply@studenttranscripts@gov.bc.ca to me ▾ Send

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.

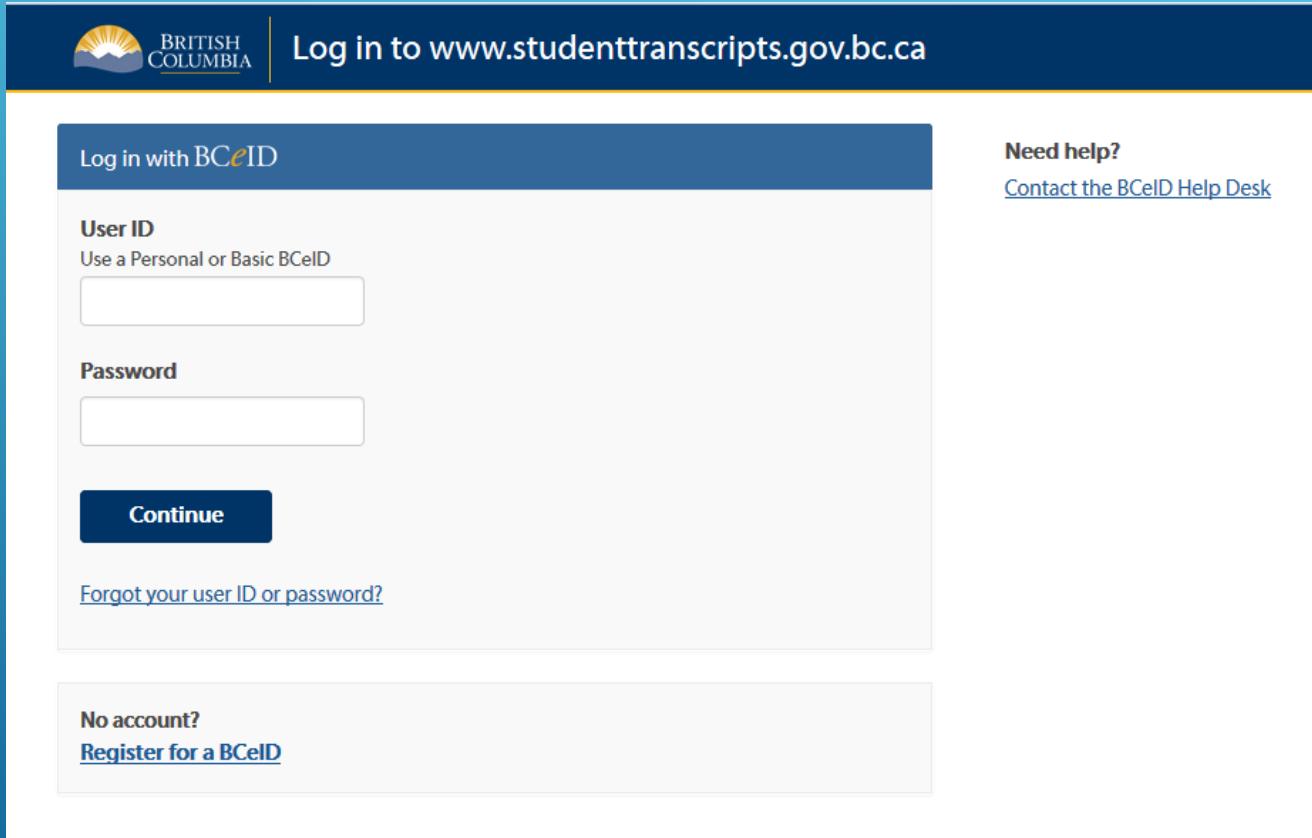
To finish this process you need to:

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

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

**Click link from the email confirmation to link the newly created BCeID to the student's STS account. Must activate within 24 hours**

## 8. The email link will Prompt you to enter in your user ID and Password



The screenshot shows the login page for [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca). The page features the British Columbia logo and a dark blue header bar. The main content area has a light blue background. It includes a 'Log in with BCeID' button, fields for 'User ID' and 'Password', a 'Continue' button, and links for 'Forgot your user ID or password?' and 'No account? Register for a BCeID'. A 'Need help?' link with a 'Contact the BCeID Help Desk' sub-link is also present.

Log in to [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca)

Log in with BCeID

User ID  
Use a Personal or Basic BCeID

Password

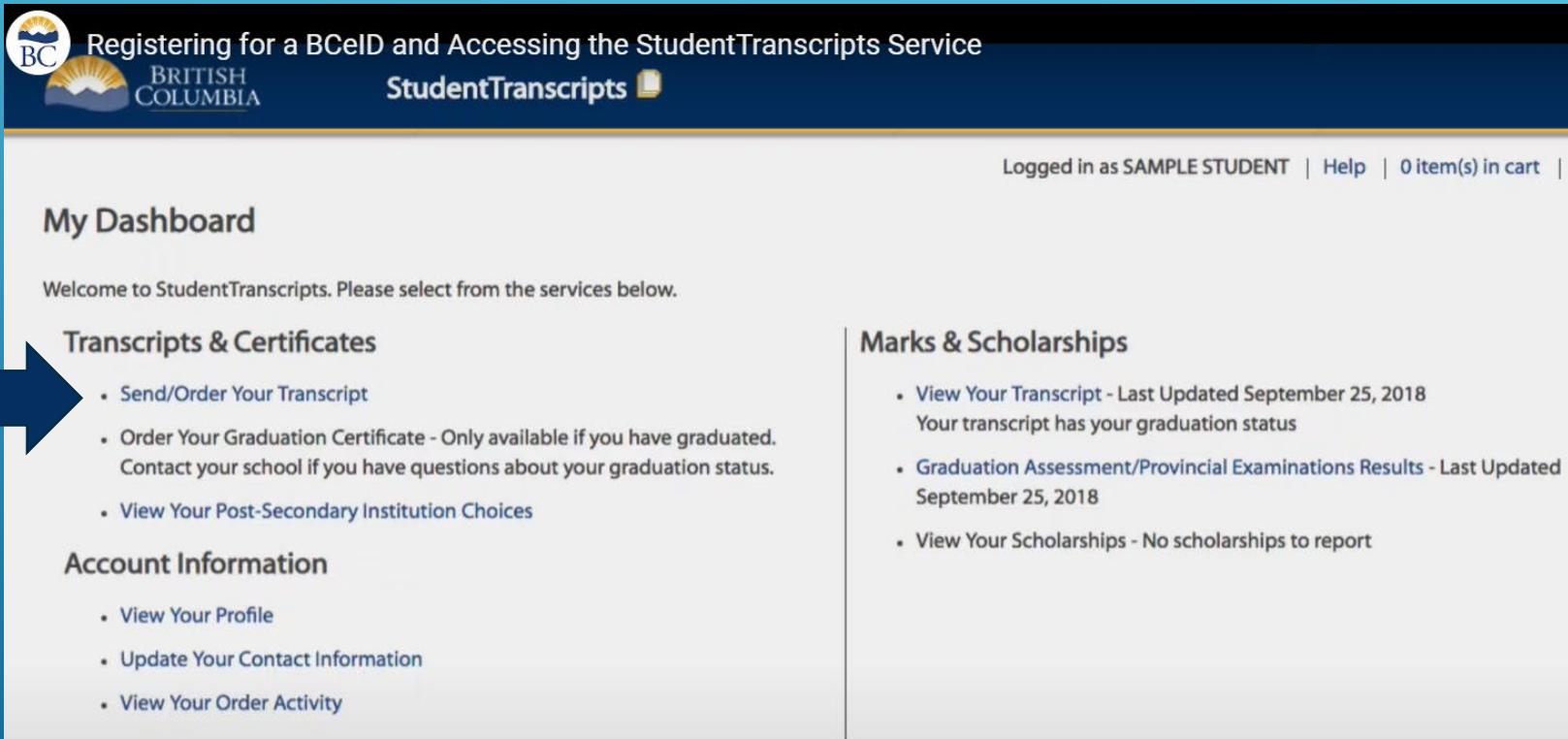
**Continue**

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

No account?  
[Register for a BCeID](#)

Need help?  
[Contact the BCeID Help Desk](#)

# 9. IT WILL TAKE YOU TO “MY DASHBOARD”



BC Registering for a BCeID and Accessing the StudentTranscripts Service  
BRITISH COLUMBIA StudentTranscripts

Logged in as SAMPLE STUDENT | Help | 0 item(s) in cart |

## My Dashboard

Welcome to StudentTranscripts. 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 September 25, 2018  
Your transcript has your graduation status
- Graduation Assessment/Provincial Examinations Results - Last Updated September 25, 2018
- View Your Scholarships - No scholarships to report

Click  
Send/Order  
Your  
Transcript

# 10. MUST CLICK “I CONSENT”

 BRITISH COLUMBIA

StudentTranscripts 

Logged in as Tester Student 10 | Help | 0 item(s) in cart | Log Off

[< Back to My Dashboard](#)

## 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](mailto: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

Then click “send transcripts”

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

Send an Electronic Transcript (by PDF download)

Send a Printed Transcript (by mail)

# 11. Choose your Post Secondary Institutions

BRITISH COLUMBIA **StudentTranscripts** 

Logged in as **Surf Sister** | [Help](#) | [0 item\(s\) in cart](#) | [Log Off](#)

[< Back to My Dashboard](#)

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

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 want to send your transcript to.

Choose From List      Search by Name

Canadian Institutions      International Institutions

Province: British Columbia

**Available Institutions**

- AAA PSI FOR TESTING
- ACADEMY OF CLASSICAL ORIENTAL SCIENCES
- ACADEMY OF EXCELLENCE (VICTORIA)
- ACADEMY OF LEARNING
- ACADEMY OF LEARNING (LANGFORD)
- ACADEMY OF LEARNING (NANAIMO)
- ACADEMY OF LEARNING (VANCOUVER)
- ACADEMY OF LEARNING (VICTORIA)
- ACADEMY OF LEARNING - LANGLEY
- ACADEMY OF LEARNING-SURREY
- ALEXANDER COLLEGE
- ALL BODY LASER CORP TRAINING INSTITUTE
- ALL NATIONS INSTITUTE (BURNABY)

**Selected Institutions**

- UNIVERSITY OF BC-UBC-ALL CAMPUSES
- UNIVERSITY OF VICTORIA
- MCGILL UNIVERSITY (MONTREAL)

**2. 2. Move to list**

**move to list >**      **< remove to list**

**Go to Next Step >**

**3. When all selected, click “Go to Next Step”**

## 12. Send options VARY, but JUST Leave with the preselection! There is no need to change anything on this screen!

[< Back to My Dashboard](#)

### Choose Send Options for University, College or Other Post-Secondary Institution Selections

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 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: 19/09/2019

[< Previous Step](#)    [Go to Next Step >](#)    [Cancel Request](#)



Click "go to next step!"

# 12.1 SPECIAL NOTE: ONTARIO UNIVERSITIES' APPLICATION CTR (OUAC)

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List

Search by Name

Canadian Institutions      International Institutions      [Can't find your institution? Click here.](#)

Province: Ontario

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
- DANDOLBLU ACADEMY FOR THE PERFORMING ARTS

Selected Institutions

- UNIVERSITY OF VICTORIA

For any school in Ontario that is part of the OUAC, select this for transcripts.

[→ Go to Next Step](#)

**Note: Students applying through OUAC—Ontario University Application Center, choose this for transcript request...no need to look up individual universities**

## 13. Send option Continued:

For Post- Secondary school that use XML function(E.g. UBC, SFU)

< Back to My Dashboard

Assessment and Exam Information Displayed Here

**Informational message area**

Confirm University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution      2: Choose Send Option      3: Confirm & Add to Cart

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.

UNIVERSITY OF BC-UBC-ALL CAMPUSES  
1874 EAST MALL, VANCOUVER, BC, CA, V6T1Z1

This institution will be sent an electronic copy of your transcript and will be able to request transcript updates, until the date specified in the previous step, immediately after you confirm and checkout. Below is the course information that will appear on the transcript that will be sent. If there are problems with your course information, please contact your school.

Remove

UNOFFICIAL TRANSCRIPT OF GRADES

**Transcript info is listed below**

\*Check grades on transcript and check off “I have reviewed my order and course info” at the bottom then “add to cart”

**14. Send Options Continued—Send Final Transcript only, just leave with the preselection! This institution does not want the Interim marks sent.**

 BRITISH COLUMBIA **StudentTranscripts** 

Logged in as Surf Sister | Help | 0 item(s) in cart | Log Off

[< Back to My Dashboard](#)

### Choose Send Options for University, College or Other Post-Secondary Institution Selections

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.

**MCGILL UNIVERSITY (MONTREAL)**  
3415 MCTAVISH STREET ROOM MS 13 MANAGEMENT OF ACADEMIC RECORDS UNIT, MONTREAL, QC, CA, H3A0C8

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

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

[< Previous Step](#)      **Go to Next Step >**      [Cancel Request](#)

**Click Go to next step**

## 15. Send option 3:

For PSI that uses batch process-no need to change this either, just leave the preselected box chosen for what you need!

BRITISH COLUMBIA

StudentTranscripts

Logged in as Surf Sister | Help | 0 item(s) in cart | Log Off

< Back to My Dashboard

Choose Send Options for University, College or Other Post-Secondary Institution Selections

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, 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

Go to next step

# 16. Review your order

BRITISH COLUMBIA		GRADUATION REQUIREMENTS											
STUDENT, SAMPLE		STREET ADDRESS OR P.O. BOX NO.											
COURSES / ASSESSMENTS		COURSE / ASSESSMENT CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	INTERIM %	INTERIM LETTER GRADE	FINAL % / ASSESSMENT SCORE	FINAL LETTER GRADE	CREDITS	
APPRENTICESHIP AND WORKPLACE MATH 10		AWM 10	6		2016/06					88	A	4	
ENGLISH 10		EN 10	1		2016/01					52	C-	4	
FOODS AND NUTRITION 10		FDN 10			2016/01					64	C	4	
FOUNDATIONS OF MATH AND PRE-CALCULUS 10		FMP 10			2017/01					74	B	4	
MEDIA ARTS 10		VAM 10	11		2017/06					84	B	4	
PHYSICAL EDUCATION 10		PE 10	10		2016/01					66	C	4	
PLANNING 10		PLAN 10	12		2016/06					62	C	4	
SCIENCE 10		SC 10	8		2016/06					66	C	4	
SOCIAL STUDIES 10		SS 10	4		2017/01					65	C	4	
ENGLISH 11		EN 11	2		2018/01					88	A	4	
FOUNDATIONS OF MATHEMATICS 11		FOM 11	7		2018/01					99	A	4	
PHYSICAL EDUCATION 11		PE 11			2017/06					73	B	4	
SOCIAL STUDIES 11		SS 11	5		2017/06					65	C	4	
SUSTAINABLE RESOURCES 11		SR 11	9		2018/01					75	B	4	
CALCULUS 12		CALC 12			2019/01					82	B	4	
ENGLISH 12		EN 12			2019/01					92	A	4	
ENGLISH LITERATURE 12		LIT 12			2019/01					78	B	4	
GEOGRAPHY 12		GEO 12			2019/06							4	
PHYSICAL EDUCATION 12		PE 12			2019/06							4	
PHYSICS 12		PH 12			2019/06							4	
GRADUATION TRANSITIONS		GT	13		2018/08							RM	4
NUMERACY ASSESSMENT		NME	16		2018/01					3	NA	NA	

Based on the information provided by the school, this student has not yet graduated in the 2018 Graduation Program. Students with questions should contact their schools immediately.

Reasons for Non-Graduation

Fewer than 16 Gr 12 credits      No Language Arts 12  
LA 12 exam/Literacy Requirement not met      Fewer than 28 Elective credits

Legend Information for Course Data

Check off "I have Reviewed my order and course information"

I have reviewed my order and course information.

< Previous Step

Add Order to Cart

Add Order to cart

# 16. Review your order

[< Back to My Dashboard](#)

## Shopping Cart

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

### Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
UNIVERSITY OF BRITISH COLUMBIA	Transcript	Updates available until 10/10/19 12:00 AM	1	2018-OCT-10	<a href="#">Remove</a>

### Cost:

Order Item Type	Quantity	Unit Cost
Transcript to Post-Secondary Institution(s)	1	\$0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00

[Submit Order](#)

[Cancel](#)

 Click, SUBMIT ORDER

# 17. Confirmation of your order



Your request was received successfully, and you will receive a confirmation email shortly. Transcript and certificate requests are processed within 3-6 business days and then sent by Canada Post standard letter mail service. Thank you.

Order #: 653057      Total Amount: \$ 10.00      Request Date: 11-OCT-2018  
Transaction Id: 10119061      Card Type: VI      Card Status: Approved

## Order Summary

Request to be sent to	Request	Quantity	Amount
ACADEMY OF LEARNING (LANGFORD)	Transcript	1	\$ 0.00
ACADEMY OF LEARNING (NANAIMO)	Transcript	1	\$ 10.00
<b>Total Amount</b>			<b>\$ 10.00</b>

Please print or save the receipt for your records.

[< Back to My Dashboard](#)

**Confirmation of order will be sent to email**

# Help videos- step by step instructions (studenttranscripts.gov.bc.ca/)

[Home](#) > [Education & Training](#) > [Kindergarten to Grade 12](#) > [Support](#) >

## Order Transcripts & Certificates

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



[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

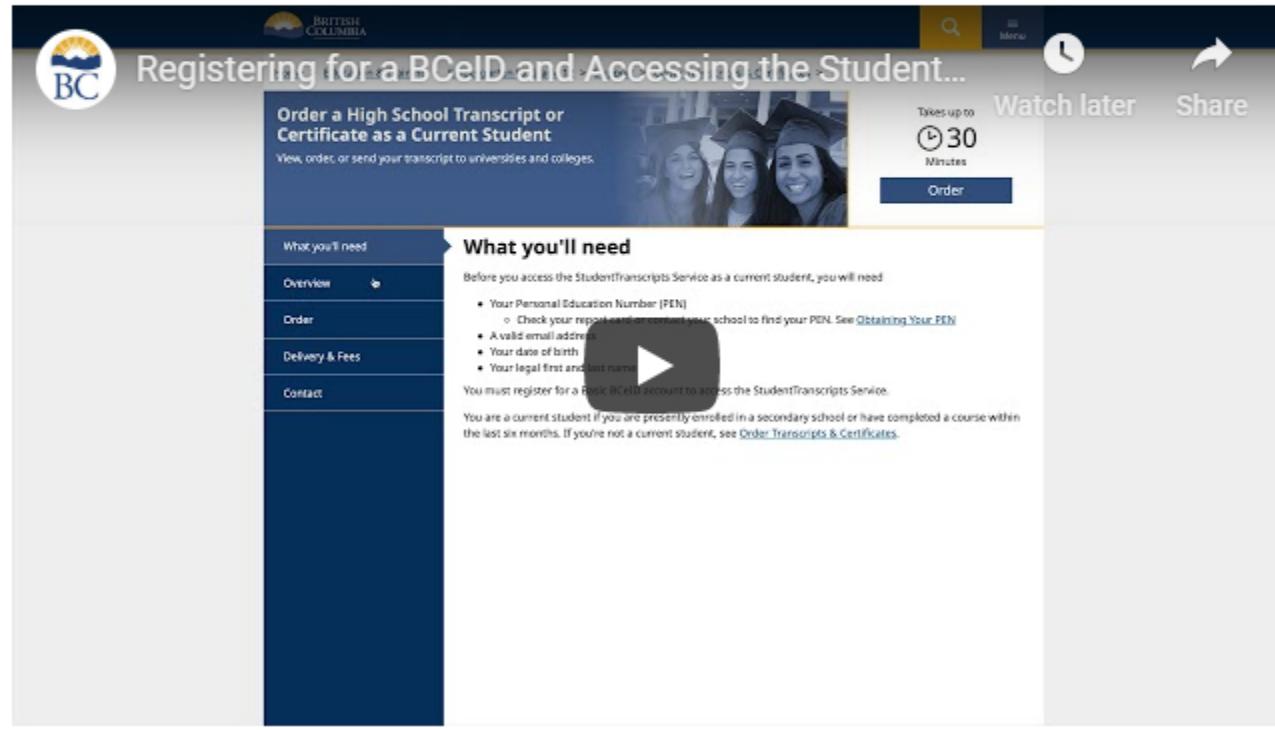


[Returning user](#)

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

# StudentTranscripts Service Help Videos

## Registering for a BCeID and Accessing the StudentTranscripts Service



The screenshot shows a video player interface. At the top, the title 'Registering for a BCeID and Accessing the StudentTranscripts Service' is displayed, along with the British Columbia logo. Below the title, there is a thumbnail image of three young women in graduation caps and gowns. To the right of the thumbnail, it says 'Takes up to 30 Minutes' and has 'Order' and 'Watch later' buttons. The video player has a dark background with light-colored text and icons.

**What you'll need**

Before you access the StudentTranscripts Service as a current student, you will need

- Your Personal Education Number (PEN)
  - Check your report card from your school to find your PEN. See [Obtaining Your PEN](#)
- A valid email address
- Your date of birth
- Your legal first and last name

You must register for a BCeID account to access the StudentTranscripts Service.

You are a current student if you are presently enrolled in a secondary school or have completed a course within the last six months. If you're not a current student, see [Order Transcripts & Certificates](#).

## How to order and or send a transcript to a Post -Secondary Institution



How to order and or send a transcript to a Post -S...



Watch later



Share



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# COUNSELLORS AVAILABLE

Troubleshooting issues and helping those who are struggling with setting up accounts.

Thursday and Friday  
November 24 & 25

At LUNCH

IN the Library Learning  
Commons



MUST  
BEGIN THE  
PROCESS  
NOW!

**It is the one step  
that you can do  
early and gain  
support from us if  
there are issues**

© Can Stock Photo