




## **STUDENT TRANSCRIPT SERVICE**

**SENDING TRANSCRIPTS  
TO POST SECONDARY  
SCHOOLS**

BRITISH COLUMBIA



QMenu

[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

### 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](#)




**Victoria Office:**  
[250 387-6121](#)

**Vancouver Office:**  
[604 660-2421](#)

**Elsewhere in B.C. Toll Free:**  
[1 800 663-7867](#)

**Outside B.C. Office:**  
[604 660-2421](#)

### Additional Services



# 1. ACCESSING THE TRANSCRIPT SERVICE:

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

The screenshot shows the British Columbia Alpha website. The header includes the logo and navigation links. The main content area is titled 'Order a High School Transcript or Certificate as a Current Student' and includes a sub-header 'View, order, or send your transcript to universities and colleges.' A sidebar on the left lists navigation options: 'What you'll need', 'Overview', 'Order', 'Delivery & Fees', and 'Contact'. The main content area under 'What you'll need' lists requirements for accessing the StudentTranscripts Service, including a Personal Education Number (PEN), a valid email address, date of birth, and legal name. A red arrow points to the 'Order' button, which is highlighted in blue. To the right of the button, a timer icon indicates 'Takes up to 30 Minutes'.

BRITISH COLUMBIA Alpha

Home > Education & Training > Kindergarten to Grade 12 > Support > Order Transcripts & Certificates >

### Order a High School Transcript or Certificate as a Current Student

View, order, or send your transcript to universities and colleges.

Takes up to 30 Minutes

Order

#### 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 or contact your school to find your PEN. See [Find Your PEN](#)
- A valid email address
- Your date of birth
- Your legal first and last name

You must register for a Basic 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](#).

**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](#)

# 4. COMPLETE THE FIELDS TO REGISTER FOR A BCEID

 **BCEID**

RegisterLogin

Types of BCEID | Service Directory | Locations | Agreements | FAQs | Contact Us

## Register for a Basic BCEID

Surname

Student

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?


Answer

Victoria

Question #2

Select Memorable Person

Answer

☐ I'm not a robot  reCAPTCHA  
Privacy · Terms

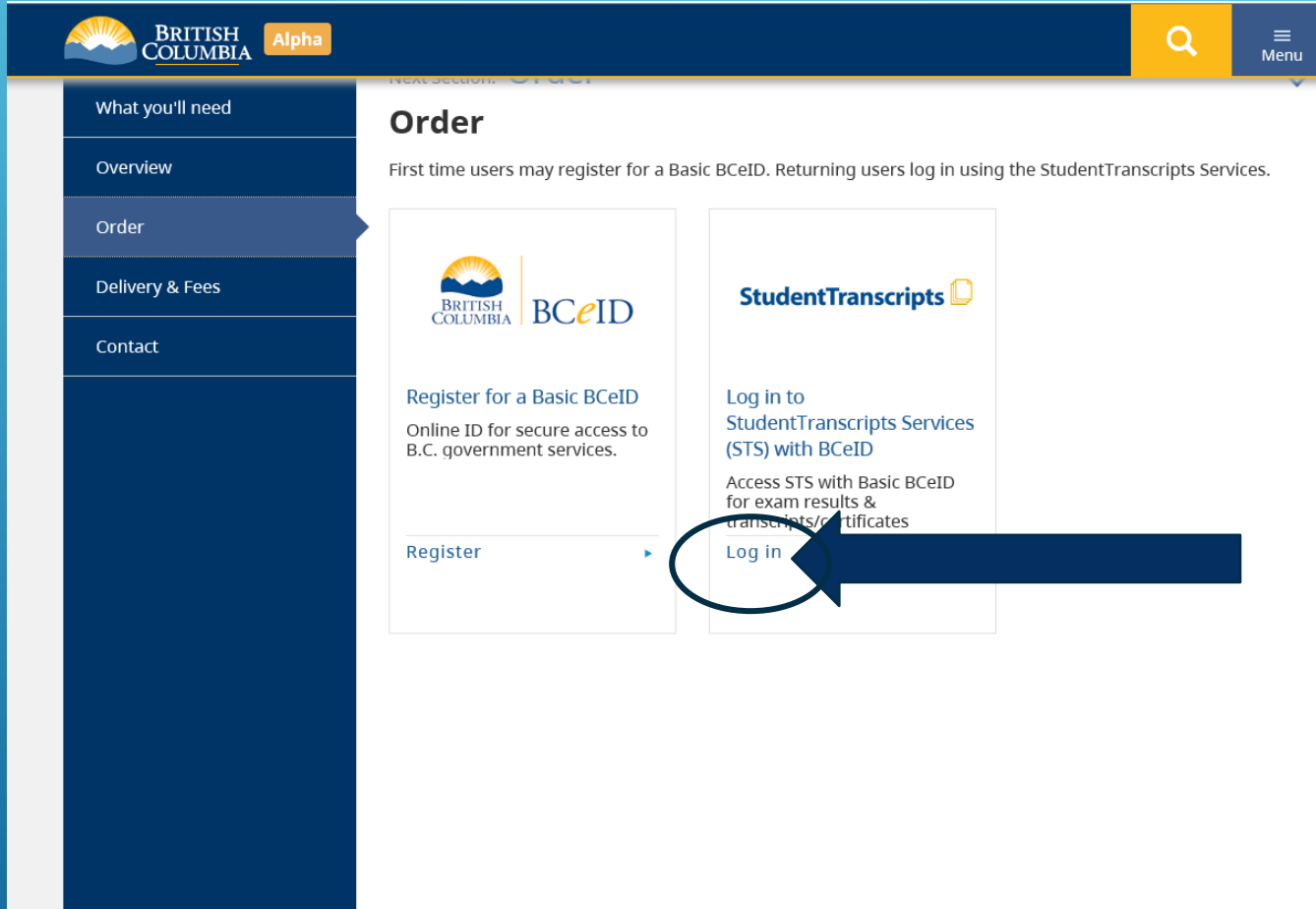
☐ Yes, I have read and I accept the [Terms of Use Agreement](#)

Read the [BCeID Privacy Policy](#)

Continue >

- ▶ Students must remember their reset password answers!!!

# How to Order the Transcripts



The screenshot shows the British Columbia StudentTranscripts website. The header includes the British Columbia logo, the word 'Alpha', a search icon, and a 'Menu' button. A left sidebar contains navigation links: 'What you'll need', 'Overview', 'Order' (highlighted with a blue arrow), 'Delivery & Fees', and 'Contact'. The main content area is titled 'Order' and includes a sub-header 'First time users may register for a Basic BCeID. Returning users log in using the StudentTranscripts Services.' Below this, there are two columns. The left column is for 'Register for a Basic BCeID' and the right column is for 'Log in to StudentTranscripts Services (STS) with BCeID'. A blue arrow points to the 'Log in' button in the right column.

**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](#)

**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) \***

 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 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) \*

 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.

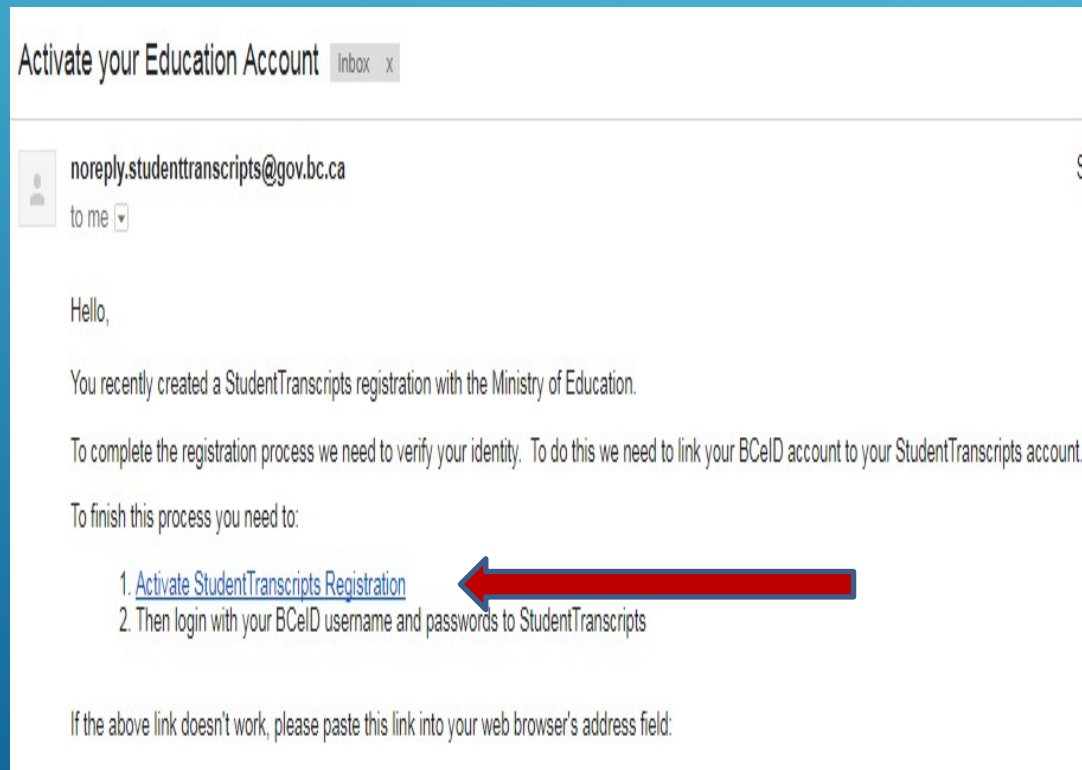
Last Secondary School Name \*

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

Last Secondary School Grade (for example, Grade 11)

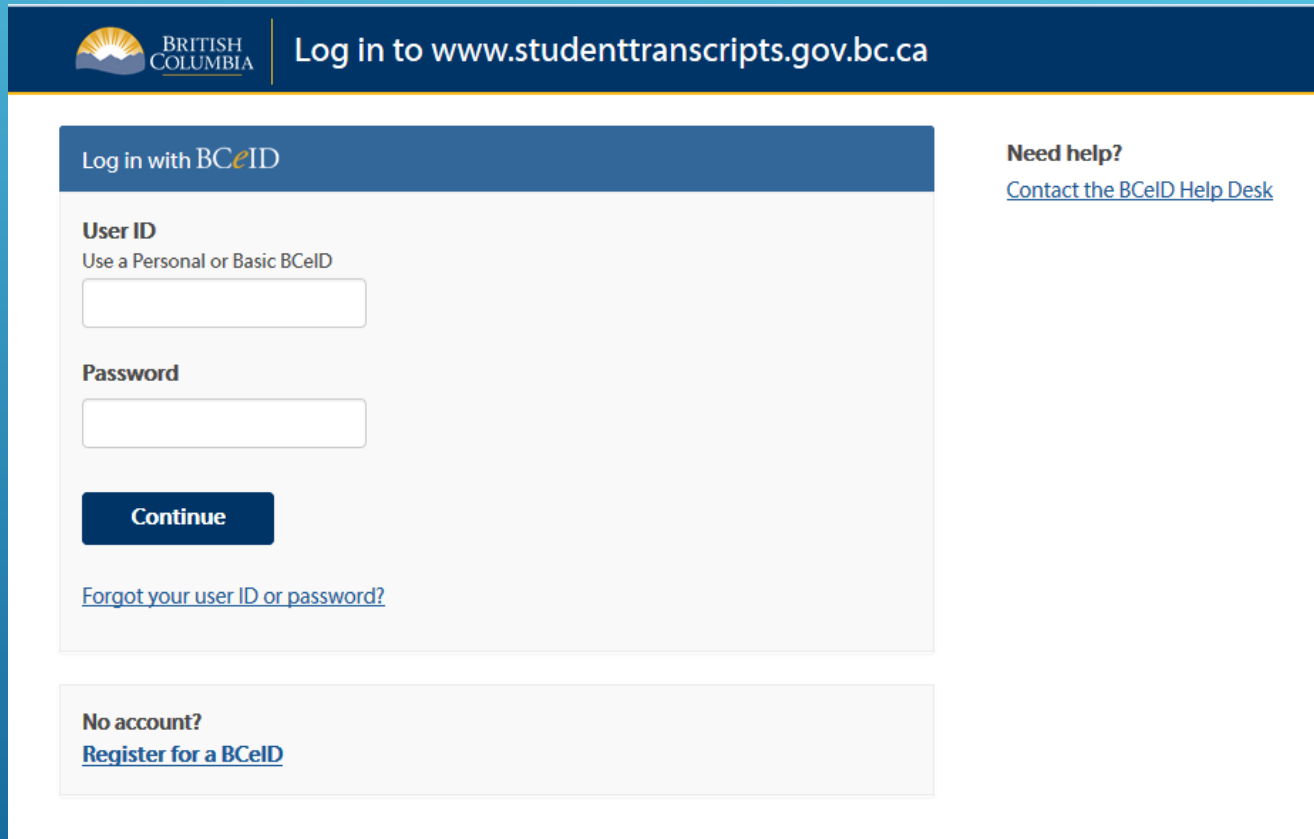
## 7. LOOK FOR AN ACTIVATION EMAIL...

An email confirmation will be sent to activate registration.



**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 interface for the British Columbia Student Transcripts website. At the top, the British Columbia logo is on the left, and the text 'Log in to www.studenttranscripts.gov.bc.ca' is on the right. Below this, the main login area is titled 'Log in with BCeID'. It contains a 'User ID' section with the instruction 'Use a Personal or Basic BCeID' and a text input field. Below that is a 'Password' section with another text input field. A dark blue 'Continue' button is positioned below the password field. A link 'Forgot your user ID or password?' is located below the 'Continue' button. At the bottom of the login area, there is a section for 'No account?' with a link 'Register for a BCeID'. To the right of the login area, there is a 'Need help?' section with a link 'Contact the BCeID Help Desk'.

Log in to www.studenttranscripts.gov.bc.ca

Log in with BCeID

**User ID**  
Use a Personal or Basic BCeID

**Password**

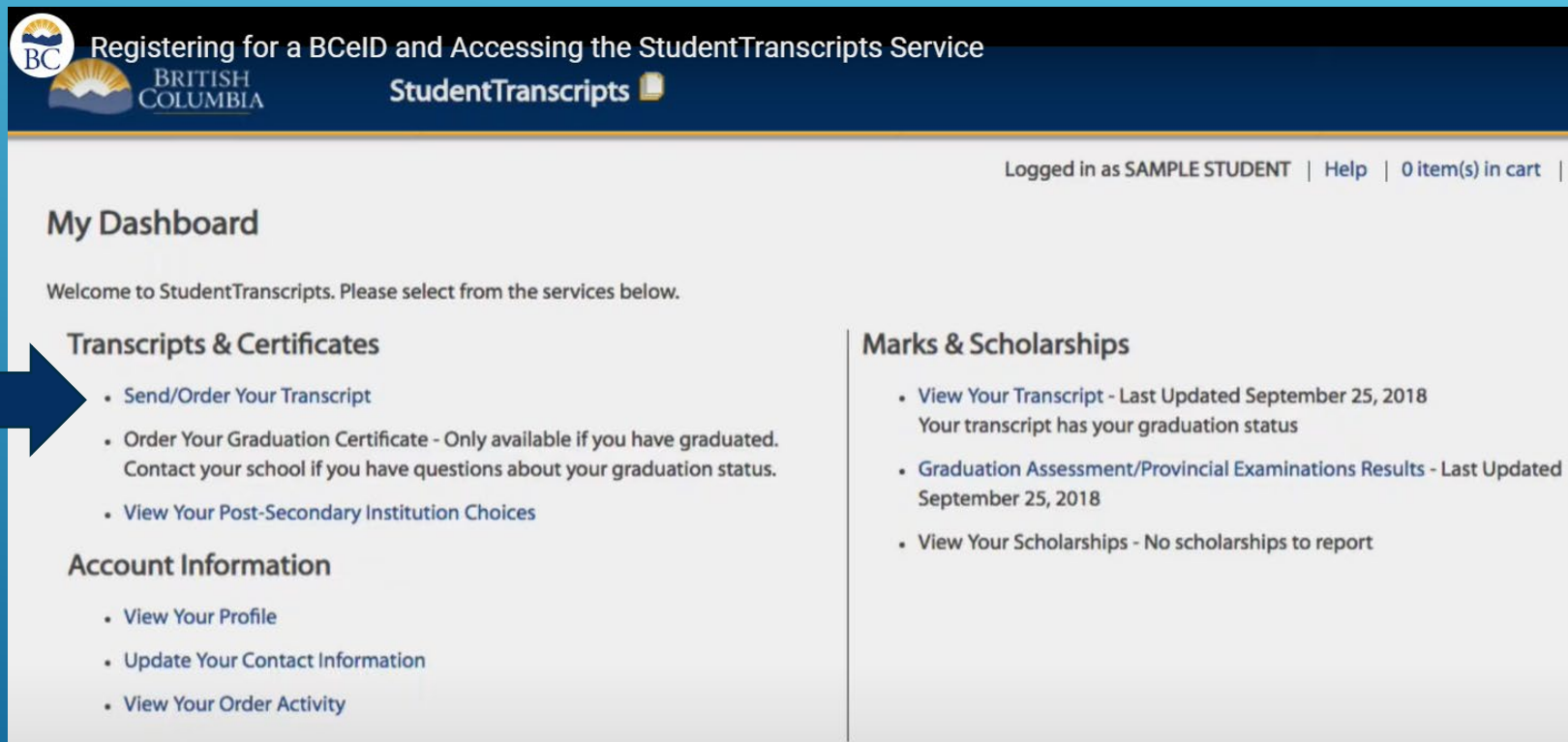
**Continue**

[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”



The screenshot shows the 'My Dashboard' page of the StudentTranscripts service. At the top, there is a header with the BC logo and the text 'Registering for a BCellD and Accessing the StudentTranscripts Service'. Below this, the 'StudentTranscripts' logo is displayed. On the right side of the header, it says 'Logged in as SAMPLE STUDENT | Help | 0 item(s) in cart |'. The main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome to StudentTranscripts. Please select from the services below.' There are three main sections: 'Transcripts & Certificates', 'Account Information', and 'Marks & Scholarships'. The 'Transcripts & Certificates' section contains three links: '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.', and 'View Your Post-Secondary Institution Choices'. The 'Account Information' section contains three links: 'View Your Profile', 'Update Your Contact Information', and 'View Your Order Activity'. The 'Marks & Scholarships' section contains three links: 'View Your Transcript - Last Updated September 25, 2018 Your transcript has your graduation status', 'Graduation Assessment/Provincial Examinations Results - Last Updated September 25, 2018', and 'View Your Scholarships - No scholarships to report'.

BC Registering for a BCellD 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”



[< 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

**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:

**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)

2. 2. Move to list

move to list >

< remove to list

**Selected Institutions**

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

[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:  

[< 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  
RANDOLPH 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)

The screenshot shows a web interface for confirming university selections and transcript information. At the top left, there is a button labeled "< Back to My Dashboard". Below this, there is an informational message area with an 'i' icon and the text "Assessment and Exam Information Displayed Here". The main heading is "Confirm University, College or Other Post-Secondary Institution Selections". Below the heading, there are three steps: "1: Select Institution", "2: Choose Send Option", and "3: Confirm & Add to Cart". Step 3 is highlighted. Below the steps, there is a text block: "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." Below this, there is a box for "UNIVERSITY OF BC-UBC-ALL CAMPUSES" with the address "1874 EAST MALL, VANCOUVER, BC, CA, V6T1Z1" and a "Remove" button. Below the box, there is a text block: "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." Below the text block, there is a button labeled "UNOFFICIAL TRANSCRIPT OF GRADES".

< Back to My Dashboard

i 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  
Remove

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.

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.

The screenshot shows the 'StudentTranscripts' website interface. At the top, the British Columbia logo and 'StudentTranscripts' text are visible. The user is logged in as 'Surf Sister'. The main heading is 'Choose Send Options for University, College or Other Post-Secondary Institution Selections'. Below this, a progress bar shows three steps: '1: Select Institution', '2: Choose Send Option' (the current step), and '3: Confirm & Add to Cart'. The instructions for Step 2 are: 'Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.' The selected institution is 'MCGILL UNIVERSITY (MONTREAL)' with the address '3415 MCTAVISH STREET ROOM MS 13 MANAGEMENT OF ACADEMIC RECORDS UNIT, MONTREAL, QC, CA, H3A0C8'. Two radio button options are presented: 'Send my printed transcript now. Help?' (unselected) and 'Send Final Marks when they become available. Help?' (selected). At the bottom, there are three buttons: '< Previous Step', 'Go to Next Step >' (highlighted with a blue arrow), and 'Cancel Request'.

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

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

BRITISH COLUMBIA

STUDENT, SAMPLE

Street Address or P.O. Box No.

City

Postal Code

COURSES / ASSESSMENTS	COURSE / ASMT CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	INTERIM %	INTERIM LETTER GRADE	FINAL % / ASMT 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

☒ 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/](http://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

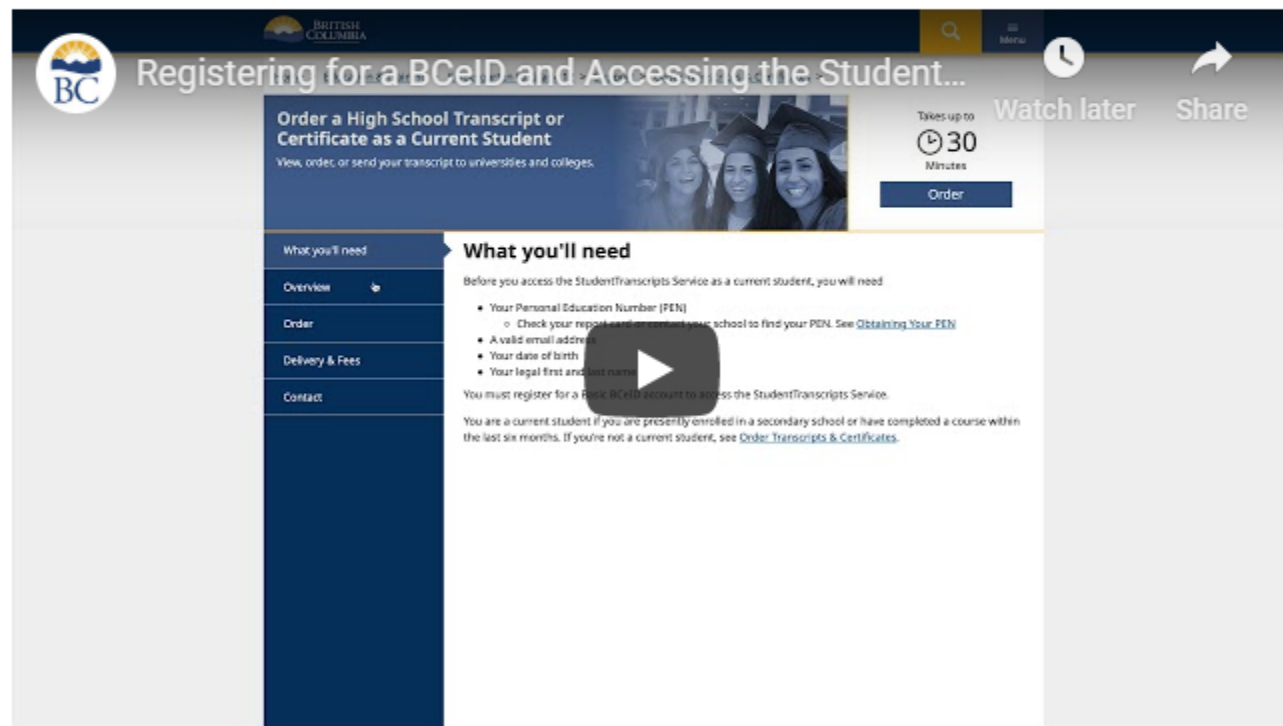


#### [Returning user](#)

- 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 for a help video. The video title is "Registering for a BCeID and Accessing the Student...". The video thumbnail shows three students in graduation caps. The video duration is "Takes up to 30 Minutes". There are buttons for "Watch later" and "Share". Below the video player, there is a sidebar with a menu and a main content area.

**BC** **BRITISH COLUMBIA**

### Registering for a BCeID and Accessing the Student...

**Order a High School Transcript or Certificate as a Current Student**  
View, order, or send your transcript to universities and colleges.

Takes up to 30 Minutes  
**Order**

Watch later Share

**What you'll need**

- Overview
- Order
- Delivery & Fees
- Contact

**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 or contact 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 Basic 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



Copyright © 2018, Province of British Columbia.

# COUNSELLORS AVAILABLE

Thursday and Friday  
November 24 & 25

At LUNCH

IN the Library Learning  
Commons

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



© Can Stock Photo

# MUST BEGIN THE PROCESS NOW!

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