

September 2019

Hello Class of 2020!

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:

The screenshot shows the website for ordering transcripts and certificates in British Columbia. The main heading is "Ordering Your Transcript or Certificate". Below this, there are two sections: one for users with a Personal Education Number (PEN) and one for users without. The "PEN" section has a "Log in with BCeID" button and a "Sign up for a BCeID" button. The "Without PEN" section has a video link. The right sidebar has a "Collection Notice" and "Contact Information" section. The browser's taskbar at the bottom shows various open applications and the system clock at 2:12 PM on 12/12/2018.

READ THE MIDDLE SECTION

Then:

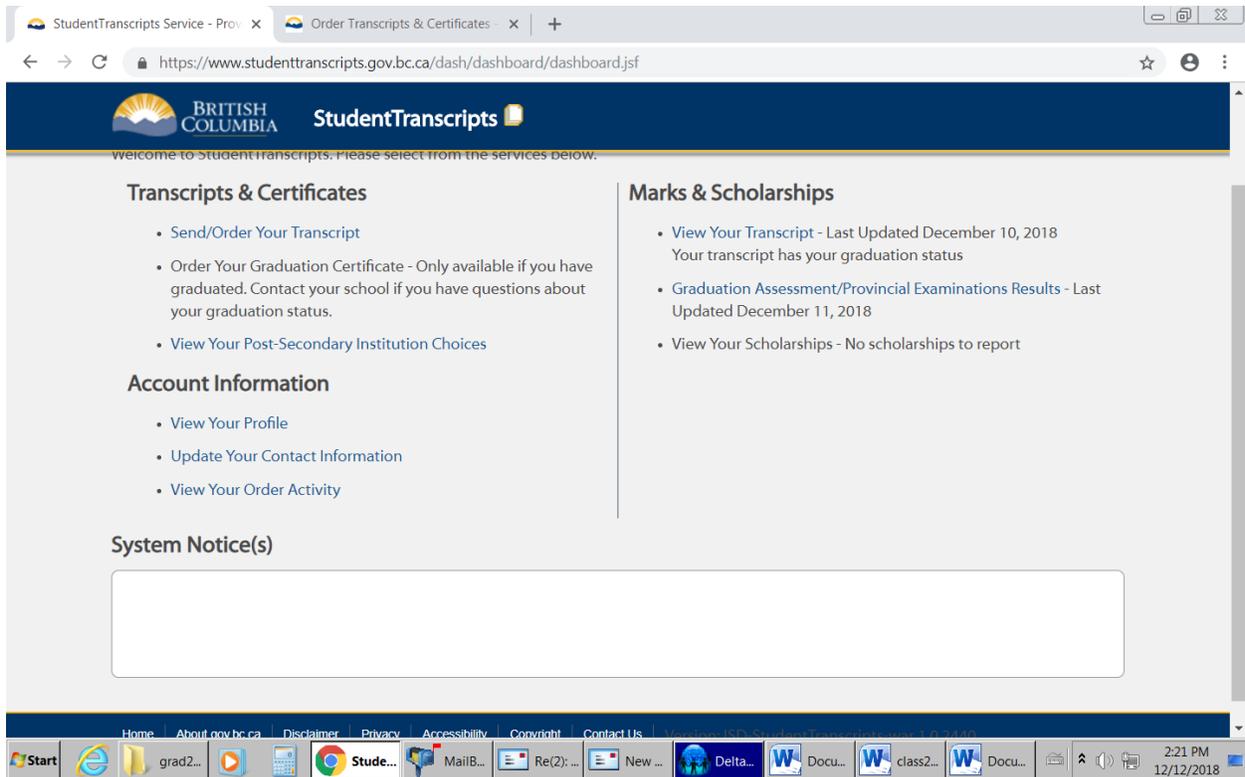
Create your **BCeID** by clicking the “**Sign up for a BCeID**” button. **READ** the instructions and complete the fields required on the form. Make note (that means write down) the user name and password you created. Once you have done this, you will get an email asking you to activate your account. Close your browser (this step is very important, if you do not close the browser, this may not work); then open your

email to find the email from BCeID (DO NOT OPEN ON YOUR PHONE). By opening the email, your account will be activated. 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. The page looks like this.

Now click, “send/order transcripts”



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](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

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### 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, grad2..., Stude..., MailB..., Re(2): ..., New ..., Delta..., Docu..., class2..., Docu..., 2:22 PM 12/12/2018

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

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

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

**BRITISH COLUMBIA StudentTranscripts**

## 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**  
ACADEMY OF CLASSICAL ORIENTAL SCIENCES  
ACADEMY OF EXCELLENCE (VICTORIA)

**Selected Institutions**

Taskbar: Start, grad2..., Stude..., MailB..., Re(2): ..., New ..., Delta..., Docu..., class2..., Docu..., 2:23 PM 12/12/2018

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.

The screenshot shows a web browser window with two tabs: "StudentTranscripts Service - Prov" and "Order Transcripts & Certificates". The address bar shows the URL: <https://www.studenttranscripts.gov.bc.ca/dash/order/sendtranscript.jsf>. The page header features the British Columbia logo and the text "StudentTranscripts".

The main content area includes a "Province" dropdown menu currently set to "British Columbia". Below this are two columns:

- Available Institutions:** A list of institutions with "UNIVERSITY OF VICTORIA" highlighted. The list includes: THINK TANK TRAINING CENTRE LTD, THOMPSON CAREER COLLEGE, THOMPSON RIVERS UNIVERSITY, TRINITY WESTERN UNIVERSITY (LANGLEY), TRU SPA INSTITUTE OF AESTHETICS LTD, UA PIPING INDUSTRY COLLEGE OF BC, UBC - REAL ESTATE DIVISION - LICENSING, 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, and UNIVERSITY OF VICTORIA.
- Selected Institutions:** An empty box.

Between the two columns are two buttons: "move to list >" and "< remove to list". At the bottom of the available institutions list is a "Go to Next Step >" button.

The footer contains navigation links: Home, About gov.bc.ca, Disclaimer, Privacy, Accessibility, Copyright, Contact Us, and Version: ISD-StudentTranscripts-war 1.0.2440.

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: 2:26 PM, 12/12/2018.

Then click, "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". Below the header, a "Steps:" section lists three steps: "1: Select Institution", "2: Choose Send Option", and "3: Confirm & Add to Cart". Step 2 is currently active. Below the steps, a text prompt reads: "Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to." A white box contains the details for the "UNIVERSITY OF VICTORIA" (PO BOX 3025 STN CSC, VICTORIA, BC, CA, V8W3P2) and two radio button options: "Send my printed transcript now. Help?" and "Send Interim and Final Marks when they become available. Help?". The second option is selected. At the bottom of the form area, there are three buttons: "< Previous Step", "Go to Next Step >", and "Cancel Request". A footer navigation bar contains links for Home, About gov.bc.ca, Disclaimer, Privacy, Accessibility, Copyright, and Contact Us, along with the version number "Version: ISD-StudentTranscripts-war 1.0.2440". The Windows taskbar at the bottom shows the Start button and several open applications, including Internet Explorer, a folder named "grad2...", a video player, a calculator, Google Chrome, a mail client, and several Microsoft Word documents. The system clock in the bottom right corner shows the time as 2:27 PM on 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...”

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**

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 VICTORIA** Remove

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

There is no preview to confirm. This institution will receive your interim marks electronically in May and/or your final marks in July.

**I have reviewed my order and course information.**

< Previous Step Add Order to Cart Cancel Request

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

Start grad2... Stude... MailB... Re(2): ... New ... Delta... Docu... class2... Docu... 2:29 PM 12/12/2018

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

Easy Peasy.