




## STEPS TO ORDER A TRANSCRIPT

Go to the Ministry of Education's Transcripts and Certificates


<https://www.StudentTranscripts.gov.bc.ca>

Order transcript 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

Click on **Current Student** and then Click on **Register for a Basic BCeID** to create a BC Government account.


**Order**

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



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

Once you have registered for a BCeID and confirmed your account by clicking the link in your email. Return to <https://www.StudentTranscripts.gov.bc.ca> or Click on direct link that says **Student Transcripts** and register


**Order**

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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

**Register for your student transcript: PEN number is 9 digits on top of report card**

\* Indicates a required field

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

Please ensure that your student information you enter matches the in

Personal Education Number (PEN) \*

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

First Name \*

Middle Name

Last Name \*

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

Contact Information



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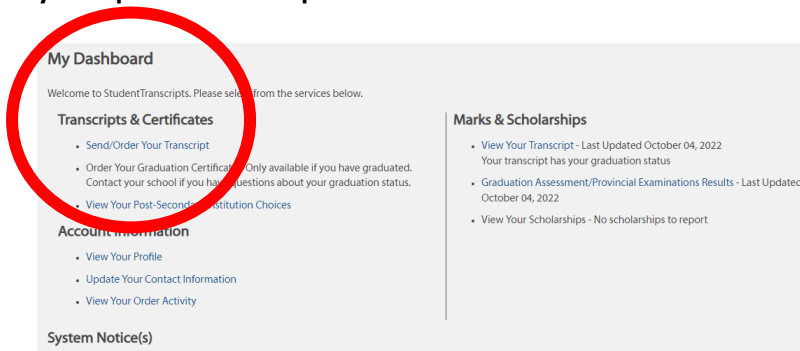
**You will need to go to your email and complete the registration process by verifying your identity and linking your BCeID:** To complete the registration process: verify your identity and link your BCeID account to your StudentTranscripts Service account. You have **24 hours** of receiving the email. If you do not, your registration will be automatically cancelled, and you will have to complete your registration again.

To finish this process, you need to go to your email click the link to:

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

Once this is completed you will be redirected to your dashboard:

**Click on “Send/ Order Transcript” this will allow the selected Post secondary institutions to access your updated transcript:**



**Click the Consent button and then “Send transcript”**

**Send Your Transcript**

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

**Privacy Notice**

The personal information you provide to this website is collected by British Columbia Ministry of Education and Child Care under the *Information and Privacy Protection Act* and the *School Act*, s. 79(3) and 186(2)(b) and (c). Collected information will be used for Transcript Service (STS) and for policy planning and evaluation of services supporting student mobility through portability of the transcript exchange (TSE) and for policy planning and evaluation of services supporting student mobility through portability of the transcript exchange (TSE). Below you are acting on your own behalf in providing your consent, effective immediately, to the use and disclosure of the providing your official transcript and/or certificate to the transcript exchange (TSE), post-secondary institution(s), organization(s) or individual(s). Questions about collection, use or disclosure of your 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 and Child Care - Transcripts, PO BOX 9886

☒ **I consent**

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

[Send Transcript](#)

**The page below allows you to pick the province, institution(s) that you would like to send your transcript to electronically. You can select as many institutions that you may want to consider attending. Be sure to click the middle arrow to transfer the selected to school to the next box (see red circle).**



## STEPS TO ORDER A TRANSCRIPT

**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 Institution**

Choose From List: Search by Name

Available Institutions: **UNIVERSITY OF VICTORIA**

Selected Institutions: UNIVERSITY OF VICTORIA

**Go to Next Step**

Once completed click on the “Go to next step”

Be sure to select “Send now and allow this post-secondary institution to request transcript updates .....” Click Go to Next Step

[< 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 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:

**UNIVERSITY OF CALGARY**  
MACKIMMIE TOWER ROOM 116 2500 UNIVERSITY DR NW, CALGARY, AB, CA, T2N1N4

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

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

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

Click that you have reviewed your order and the transcript, click “ADD order to Cart”

The cart will show the total cost is 0.00...if it does not you have done something wrong and will need to go back. Once you submit your order you have allowed those selected post-secondary institutions to access your transcripts as your transcript will continually update this year with each reporting period and grade 12 English assessment.

**Shopping Cart**

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.

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 VICTORIA	Transcript	Updates available until 05/10/23 12:00 AM	1	2022-OCT-05	<a href="#">Remove</a>
UNIVERSITY OF CALGARY	Transcript	Send when final marks available	1	2022-OCT-05	<a href="#">Remove</a>

**Cost:**

Order Item Type	Quantity	Unit Cost
Transcript to Post-Secondary Institution(s)	2	\$0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00

[Submit Order](#) [Cancel](#)



## STEPS TO ORDER A TRANSCRIPT

### IMPORTANT INFORMATION

Please note that once you have applied to university, you will need to digitally email your transcript directly to admissions, or in some cases download, print and send by mail. Be sure to follow the directions of the admissions letter you receive after applying.