

# TRANSCRIPT REQUEST

Do you require a Transcript for Scholarship Applications, Out of Province Applications or Specialty Programs? Sign up for the Student Transcript Service.

## STUDENT TRANSCRIPT SERVICE

What is Student Transcript Service (STS)? It is an online application for students to view their school marks, scholarships and transcripts, and send transcripts electronically.

**You can order your transcripts online using the Student Transcript service.**

- You may send up to 25 transcripts electronically to post-secondary institutions at no charge
- You may send 1 transcript to a 3<sup>rd</sup> party at no charge. Additional transcripts are \$10 each
- Orders are processed in 3 – 6 business days, then sent electronically or mailed using standard Canada Post letter mail service.
- You will receive your paper graduation certificate at no charge from your school once you have met graduation requirements. You can also order copies online using the Student Transcripts service for \$10 each.

Check out these how to videos:

**#1 Registering for a BCeID and accessing the Student Transcript service**

<https://www.youtube.com/watch?v=xJCh3Uj3P0Q>

**#2 How to order/send a transcript to a Post-Secondary institution**

[https://www.youtube.com/watch?v=SSo\\_U7XmH8k](https://www.youtube.com/watch?v=SSo_U7XmH8k)

**#3 How to send a transcript to an employer, yourself or anyone**

<https://www.youtube.com/watch?v=QoV4K6Hdz2k>

BRITISH COLUMBIA

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## Order Transcripts & Certificates

### Transcripts & Certificates Available for Online Ordering

We have your [transcript](#) or [certificate](#) in our [StudentTranscript Service](#) if you attended a B.C. or Yukon secondary school and you:

- Graduated after **1985** or
- Completed a grade 12 course after **1986** or
- Attended grade 12 prior to **1974** in the University Entrance or Academic-Technical Program

If we do not have your transcript or certificate, please contact your [school of record](#) or [district office](#).

### Ordering Your Transcript or Certificate

#### If you have a Personal Education Number (PEN)

[Log in with BCeID](#) [Sign up for a BCeID](#)

#### How do I Find My PEN?

You can find your nine-digit PEN by:

- Checking your student records or your report card
- [Requesting it from the last school you attended](#)
- [Submitting a PEN request](#)

#### Collection Notice

Protection of your personal information is important to us. Please read our collection notice to find out:

- Why we collect this information
- How we use the information
- Who to contact if you have questions about the

**Step 1:** Go to the StudentTranscript Service website at <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

**Step 2:** Scroll down to Ordering your Transcript or Certificate. You will need to sign up for a BCeID account. Follow the prompts to register for StudentTranscript Service (STS)  
For STS, you will need:  
Personal Education Number (PEN)  
Full Legal Name  
Date of Birth  
Email address

**Step 3:** Once you have completed registration for a BCeID account, you can continue to Student Transcripts and fill out your student information to access your transcripts.

**Step 4:** Do you forget to go back in and select all the post secondary schools you want your **interim** and **final marks** to be sent to.