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 StudentTranscript service.

- You may send up to 25 transcripts electronically to post-secondary institutions at no charge
- You may send 1 transcript to a 3rd 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 StudentTranscripts service for $10 each.

Check out these how to videos:

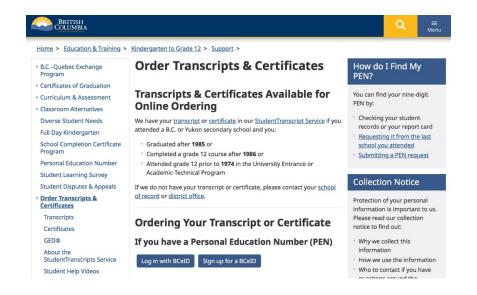**#1 Registering for a BCeID and accessing the StudentTranscript service**
https://www.youtube.com/watch?v=xJCk3Uj3P0Q

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

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.