

# Student Transcript Service to Third Party

*What is Student Transcripts 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 to post-secondary institutions at no charge in Canada only
- 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 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.

**Step 1:** Go to the Student Transcript Services website at

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates> and click on current student

## 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


## Step 2: Scroll down to Order Section and log in to Student Transcripts Services

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](#)



[Log in to StudentTranscripts Services \(STS\) with BCeID](#)  
Access STS with Basic BCeID for exam results & transcripts/certificates

[Log in](#)

First time users will need to sign up for a BCeID account. Follow the system prompts to register for Student Transcript Service (STS)

For STS, you will need:

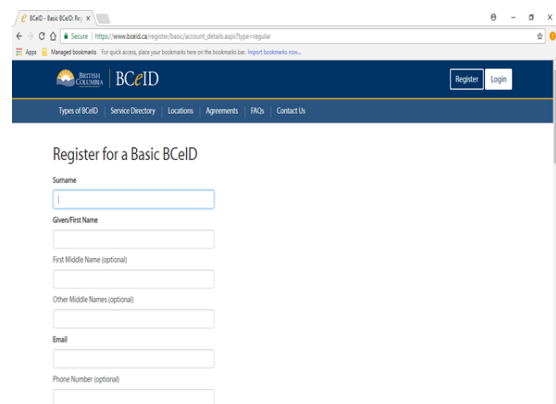
Personal Education Number (PEN)

Full Legal name

Date of birth

Email Address

**\*\* Write down User ID and password these are important in accessing your documents**



See Document: **How to Signup for a BCeID account** for further information on creating a BCeID account.

### Step 3: Sign in with User Id and Password.

Log in with BCeID

User ID  
Use a Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?  
[Register for a BCeID](#)

**Step 4:** Now you can view transcripts, send to Post Secondary Schools, or order copies.

#### 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 March 31, 2020  
Your transcript has your graduation status
- [Graduation Assessment/Provincial Examinations Results](#) - Last Updated April 01, 2020
- [View Your Scholarships](#) - No scholarships to report


##### System Notice(s)

2020-Mar-31  
**January 2020 Graduation Assessments and Provincial Exam Results Released**

## Step 5: Click on Consent

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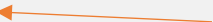
### Send Your Transcript

 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.

#### Privacy Notice

The personal information you provide to this website is collected by the British Columbia Ministry of Education under the authority of s. 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, and the School Act, ss. 79(3) and 168(2)(t) and (k), and will be used for the purpose(s) of administering the Student Transcripts Service (STS). By clicking on the "I consent" checkbox below you are acting on your own behalf in providing your consent, effective immediately, to the use and disclosure of the information you submit, for the purpose(s) of providing your official transcript and/or certificate to the post secondary institution(s), organization(s) or individual(s) you have specified.

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)

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## Step 6: You will now be able to choose what you would like to do

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## Step 7: Send/order Transcript by PDF (download)

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## Send an Electronic Copy of Transcript by PDF Download

You can authorize someone, such as an employer, to download an electronic copy of your transcript. You need to provide the following:

- The name and email address of the person you are sending to.
- A security question and answer that only the person you are sending to will be able to answer to verify their identity. You may wish to agree on a question and answer before you submit your request.

When you submit, an email will be automatically sent to the person who you are authorizing to download your transcript PDF with instructions on how to download your transcript. The PDF will be available for 7 days following authorization.

### Who do you want to send to?

Name \*

Email \*

Security Question \*

Security Answer \*

[Remove](#)

[Send to Additional Person or Post-Secondary Institution](#)

Total: CAD \$10.00

[Confirm Request](#)

[Cancel Request](#)

or

**Step 7: Send a printed transcript by mail-** This is either Canada, USA or another Address

### Who do you want to send to?

[Canadian Address](#) | [US Address](#) | [Other Address](#)

Name \*

Address Line 1 \*

#### Tips for Address Complete:


Enter the address all on one line. Include a unit or apartment number if applicable (e.g., 9-123 Main St.). Remember that rural addresses often start with RR, PO Box, or CD. If you are having difficulties entering your address, try entering it using Other Address.

Address Line 2

City \*

Province \*

Postal Code \*

 You can change the number of transcripts going to this address in your shopping cart, before paying for your order.

CAD \$10.00


[Remove](#)



**Step 8:** Confirm Request and Make payment, Your Transcript will show up to view.

Send to Additional Person or Organization

Total: CAD \$10.00

[Confirm Request](#)  [Cancel Request](#)