Student Transcript Service

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
- 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

Home > Education & Training > Kindergarten to Grade 12 > Support >

Order Transcripts & Certificates

The <u>StudentTranscripts Service (STS)</u> allows you to view and order transcripts or certificates from B.C. or Yukon secondary schools. See <u>Help Videos</u> 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

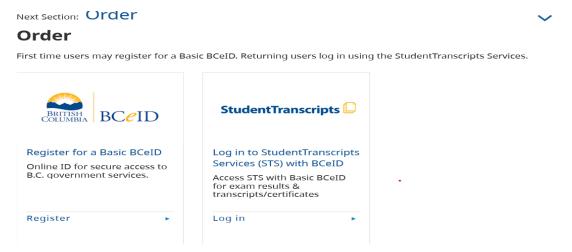
 More than six months have passed since you completed a secondary school course



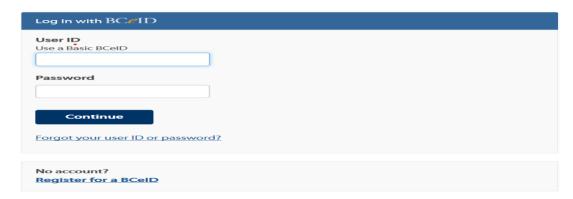
Returning user

 You are familiar with the StudentTranscripts Service (STS) and have used it before

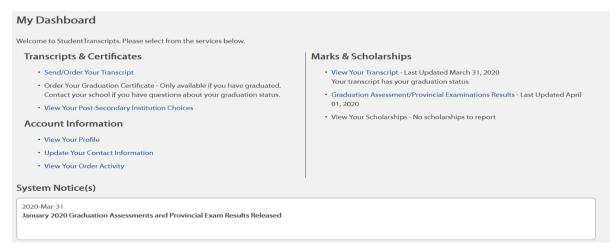
Step 2: Scroll down to Order Section and log in to StudentTranscripts Services



Step 3: Sign in with User Id and Password.



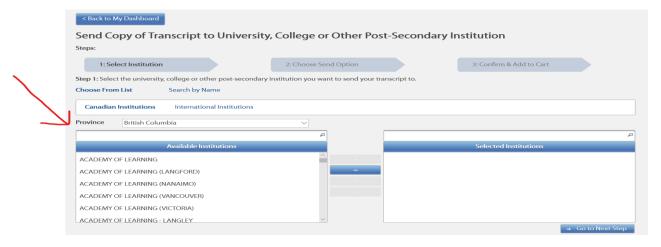
Step 4: Now you can view transcripts, send to Post Secondary Schools, or order copies. Click on Send/Order Transcripts



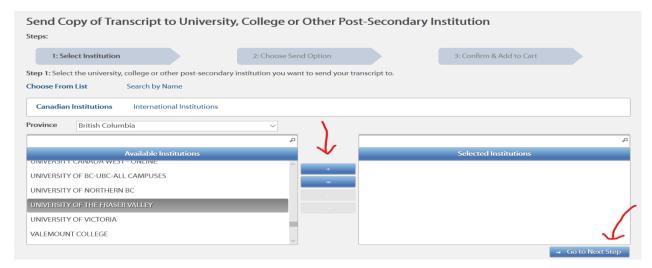
Step 5: Click on Consent and then send transcript



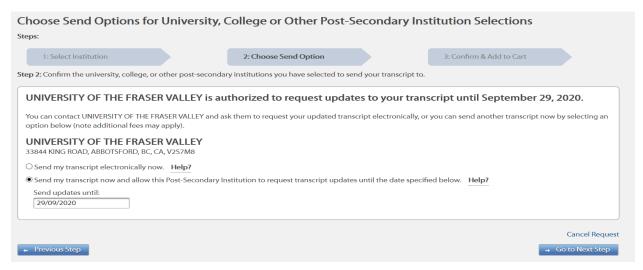
Step 6: Use the drop-down menu and choose the school you wish your transcript to be sent to. If you are planning on sending transcript to another province you will need to change the Province Drop down menu.



Step 7: Once you have chosen the school use the arrow to select the Institution and then press Go to next step



Step 8: Make sure you allow the institution to see your transcript now and request till a certain date. This will allow the Post- Secondary School access to your transcripts so you don't need to continue to send updates.



Step 9: You will then need to confirm your order. Check mark the I have reviewed my order and course information and press add order to cart. You will next see your shopping cart. If all is correct submit order.

