



## Instructions for the Online Post Secondary Institutions (PSI) Selections Form

The only students who should submit this form are in Grade 12 for the 2014/15 school year, expecting to graduate this school year, and applying to a PSI for September 2015 admission. Returning graduates who complete additional courses in the 2014/15 school year may also complete the PSI Selections Form.

Students may make their PSI Selections between **October 8<sup>th</sup>** and **July 15<sup>th</sup>** this school year.

### The following 2 points address the submission deadlines associated with this form:

- **Interim** transcript information will be forwarded to BC Electronic PSIs and the OUAC in early-May if students submit these Section 1 selections by **May 1**.  
Note: Students who select **University of Alberta (U of A)** in Section 3 will also have their interim transcript provided to this PSI. U of A will request BC students to complete the PSI Selections Form at the time they apply since they have requested interim transcript data be provided in November 2014 and March 2015.
- **Final** transcript information will be forwarded by July 30 to all PSIs selected from Sections 1, 2 and 3. Students must complete the PSI Selections Form by July 15.
- If students select BC Electronic PSIs and/or OUAC by May 1, 2014, their transcript information will also be forwarded automatically in late July.
- **Section 1** of the PSI Selections Form allows students to select one or both of BC Electronic PSIs and the OUAC. In addition to this, students may make a **maximum of 6** more selections from Sections 2 and 3. There is no fee for these selections.
- If a specific PSI is not listed in Sections 1, 2 or 3, please send an email with the name and address of the PSI you wish to be added to: [Student.Certification@gov.bc.ca](mailto:Student.Certification@gov.bc.ca)
- Note: Students should not select PSIs from Sections 2 and 3 unless they are actually applying to these institutions. Students may make additional selections at any time before the July 15 deadline.
- Students are not able to delete their selections once they have been submitted. Therefore, it is important that students choose carefully. Students who use all their selections and then change their minds will be required to complete a *Transcript Request Form* **after July 1** and pay for transcripts to be sent to additional PSIs. [www.bced.gov.bc.ca/transcript/](http://www.bced.gov.bc.ca/transcript/)

The information on the following pages will help you guide your students through the process.

## Accessing the online PSI Selections form

Students access the online PSI Selections form from the Student Secure Web at [www.bced.gov.bc.ca/exams/tsw/tsw/student/](http://www.bced.gov.bc.ca/exams/tsw/tsw/student/). **Schools do not have access to this site.** This is a personal document that requires students to provide authorization for the ministry to release their information to outside institutions.

- Students who do not yet have a SSW account will need to create one at the SSW website prior to gaining access to the PSI Selections form. Students must enter their First Name, Last Name and Date of Birth exactly as it is currently recorded at the Ministry of Education, along with their Personal Education Number (PEN).
- If a student can't access their account and it has been more than 1 year since they logged in, they need to recreate their account by using the "Create Account" link.
- If it has been less than 1 year since a student last logged into their account, they should use the "Forgotten your password?" link. An email will be sent with their log-in information.
- If some students can no longer access the email account they provided, please email a list of student names and their PENs to [Student.Certification@gov.bc.ca](mailto:Student.Certification@gov.bc.ca). Temporary passwords will be provided.

**Step 1:** Students log into their account through the *Student Secure Web* and select the link "*Post Secondary Institution Selections*"



The screenshot shows the Student Secure Web interface. At the top, there is a dark green header with "EdAccess" on the left and "Government of British Columbia" and "Ministry of Education" on the right. Below the header, the text "Student Secure Web" is displayed on the left and "TSW-1017" on the right. The main content area is divided into two sections: "TRAX (Transcript and Examinations)" and "General". The TRAX section contains three links: "Provincial Examination Results", "Unofficial Transcript of Grades", and "Post Secondary Institution Selections". The General section contains three links: "Change Password", "Change Email Address", and "Logoff". At the bottom, there is a dark green footer with links for "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback".

**Step 2:** Students should carefully read the “*Important Notes*” before clicking the “*Select PSIs*” link.



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### Important Notes:

- Only submit this PSI Selections Form if you are currently a Grade 12 student for the 2014/15 school year, expecting to graduate this school year, and applying to a PSI for September 2015 admission.
- In addition to selecting one or both options in Section 1 of the PSI Selections Form, you may submit a **maximum of 6 selections** in Sections 2 and 3.
- If you need transcripts sent to **additional** PSIs at the end of July, submit an online order **after July 1st, 2015** for a fee at: [www.bced.gov.bc.ca/transcript/](http://www.bced.gov.bc.ca/transcript/).
- For your **interim** transcript information to be forwarded in early May to BC PSIs, the Ontario Universities Application Centre (OUAC), or the University of Alberta, selections must be submitted by **May 1, 2015**.
- If you are applying to the **University of Alberta**, they will request you complete this PSI Selections Form at the time you apply since they have requested interim transcript data in November 2014 and March 2015.
- You must complete all your PSI selections no later than **July 15, 2015**, in order to ensure that your **final** transcript information will be sent to your selected PSIs by July 30, 2015.

### PSI Selections

- [Select PSIs](#)
- [View PSI Selections](#)

**Step 3:** Section 1 allows students to select all of the BC Electronic PSIs and/or the Ontario University Application Centre. In addition, they may make a total of 6 more selections from Sections 2 and 3.

Once all choices have been selected, students click the **“Next”** button to proceed to the authorization page.

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## Post-Secondary Institutions (PSI) Selections Form

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### Section 1: Electronic Post Secondary Institutions (PSI)

#### Electronic PSIs Selection

- PSIs in this section will have access to transcripts electronically from the Ministry.
- Click the [“Display list”](#) links below to view which PSIs are included.
- These PSIs **cannot** be selected individually in Sections 2 or 3 below.

Forward my transcript to all BC Electronic PSIs:  Yes

[Display list of BC Electronic PSIs](#)

Forward my transcript to all OUAC Electronic PSIs:  Yes

[Display list of OUAC Electronic PSIs](#)

### Section 2: BC non-Electronic PSIs

- Do not select PSIs in Section 2 or 3 unless you are actually applying.
- BC PSIs in this section receive paper transcripts from the Ministry in **late July only**.
- You are permitted a **total of 6 selections** from Sections 2 & 3. Additional selections will not be processed.

**NOTE:** If you can't find the PSI you are looking for, check Sections 1 and 3 on this page and then see your counsellor.

Choose from the list of PSIs on the **left**. Your PSI selections will be displayed on the **right**.

#### Available PSIs

ACAD OF CLASSICAL ORIENTAL SCI (NELSON)  
ACADEMY OF EXCELLENCE (VICTORIA)  
ACADEMY OF LEARNING (BURNABY)  
ACADEMY OF LEARNING (KAMLOOPS)  
ACADEMY OF LEARNING (MAPLE RIDGE)  
ACADEMY OF LEARNING (NORTH VANCOUVER)  
ACADEMY OF LEARNING (VANCOUVER)  
ACADEMY OF LEARNING (VERNON)  
ACADEMY OF LEARNING (VICTORIA)  
ACADEMY OF LEARNING - LANGLEY  
ADVANCE SCHOOL OF HAIR DESIGN (VICTORIA)  
ADVANCED BUSINESS COLLEGE (VANCOUVER)

Add >  
< Remove

#### Selected PSI(s)

### Section 3: Other Post Secondary Institutions Outside of BC

- Do not select PSIs in Section 2 or 3 unless you are actually applying.
- This section contains all PSIs outside BC. Transcripts for these selections will be sent in **late July only** except for University of Alberta who will receive interim transcript data as early as November 2014.
- You are permitted a **total of 6 selections** from Sections 2 & 3. Additional selections will not be processed.

**NOTE:** If you can't find the PSI you are looking for, check Sections 1 and 2 on this page and then see your counsellor.

Choose from the list of PSIs on the **left**. Your PSI selections will be displayed on the **right**.

#### Filter Available PSIs by Country

All

#### Available PSIs

AB AB DOG GROOMING SCHOOL (LEDUC)  
TX ABILENE CHRISTIAN UNIVERSITY  
AB ACAD OF PROF HAIR DESIGN (RED DEER)  
PA ACAD OF THE NEW CHURCH COLL (BRYN ATHYN)  
NL ACADEMY CANADA (ST JOHN'S)  
CA ACADEMY OF ART COLLEGE (SAN FRANCISCO)  
CA ACADEMY OF ART UNIVERSITY-SAN FRANCISCO  
NS ACADEMY OF COSMETOLOGY (DARTMOUTH)  
NS ACADIA UNIVERSITY (KING'S COUNTY)  
ON AGF FINANCIAL LIFE SKILLS SCHOLARSHIP  
QC AHUNTSIC COLLEGE (MONTREAL)  
AL ALABAMA STATE UNIVERSITY (MONTGOMERY)

Add >  
< Remove

#### Selected PSI(s)

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**Step 4:** Students must confirm and authorize the ministry to forward their information as requested.

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## POST SECONDARY INSTITUTIONS (PSI) SELECTIONS - TSW-1021 CONFIRMATION

### Electronic PSIs Selection

BC Electronic PSIs selection: Yes

OUAC Electronic PSIs selection: Yes

By checking this box you give the Ministry of Education permission to release your school and exam results to the Post Secondary Institutions indicated.

**Step 5:** Students should print off this page as a confirmation of their selections. Alternatively, this page can also be viewed **until July 15** by selecting the **“View PSI Selections”** link on the introduction page (Step 2).

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TSW-1015

### Current PSI Selections

PEN	Date Updated

PSI Code	Your marks will be forwarded to the following Post Secondary Institutions
888	ALL OUAC POST SECONDARY INSTITUTIONS:
999	BC "ELECTRONIC" PSI LIST:

In order to have final transcripts transferred at the end of July PSI Choices forms are due at the Ministry by the end of June.