

## Student Post-Secondary Institution (PSI) Selections – July 10

To support their PSI admissions, Grade 12 and adult students are encouraged to visit the StudentTranscripts Service before **July 10, 2020** to authorize release of their transcript data to their PSI selections. The Ministry of Education distributes transcript information to post-secondary institutions (PSIs) following the student's selections on that website.

### For Students: StudentTranscripts Service

Students can access the StudentTranscripts Service at: [www.studenttranscripts.gov.bc.ca/](http://www.studenttranscripts.gov.bc.ca/). To get started, they must first create a Basic BCeID account to access their transcript information.

Help videos, including “Registering for a BCeID and Accessing the StudentTranscripts Service” and “How to order/send a transcript to a Post–Secondary Institution,” are available on the website along with other [help documentation](#).

Students need only complete their PSI selections once in the current school year but may add to their selections at any time up to **July 10, 2020**. Students may make up to 25 selections free of charge within six months after completing their last course. After six months, students will be charged \$10 per transcript on the StudentTranscripts Service.

### *Distribution of Transcripts*

PSIs receive student transcripts through a variety of methods including XML data transfer, electronic batch files, printed transcripts by mail and more. PSIs with the new XML data transfer capability\* receive transcript information throughout the year. For PSIs on the electronic batch process, interim transcript information was sent by the Ministry in early May, and final year-end transcript information will be distributed in late July. Unless the student needs to send their printed transcript now, the student should leave the default option to allow the PSI to accept transcript information as it becomes available.

### *XML Transcript Information*

PSI Student Selection Deadline: **Any time year round**

- Student selects “Send my transcript now and allow this Post Secondary Institution to request transcript updates until the date specified” (the default), and transcript information is then available to the PSI throughout the year
- PSIs are able to request updates to interim marks and final marks as required
- PSIs will then have 12 months after authorization to request updated transcripts
- (Note: If the student selects “Send my printed transcript electronically now,” the PSI will not be able to receive updates to transcript information made through the year)

\*Currently available for students selecting any of the following PSIs:

Camosun College	Justice Institute of British Columbia	Simon Fraser University
Coast Mountain College	Kwantlen Polytechnic University	Thompson Rivers University
College of New Caledonia	Nicola Valley Institute of Technology	University of British Columbia

College of the Rockies

North Island College

University of the Fraser Valley

Emily Carr University of Art + Design

Northern Lights College

Vancouver Island University

### ***Batch Process Transcript Information***

#### **PSI Selection Deadline - Final Transcript Information: July 10, 2020**

- Available for students selecting participating B.C. PSIs, University of Alberta, University of Calgary and the Ontario Universities' Application Centre (OUAC)
- Provided the student selects either "Send Interim and Final Marks when they become available" or "Send Final Marks when they become available" before this date, the student's final transcript information will be included when the Ministry sends final transcript information to all students' selected PSIs in late July

### ***Additional Notices for Students***

- **IMPORTANT:** Canada Post has posted a notice of potential [delivery delays to USA and temporary suspension of international service to some countries](#) due to COVID-19. Students who need to deliver a transcript to a post-secondary institution in a country listed for suspension of international mail service are encouraged to contact that institution to find an acceptable delivery method
- For PSIs that only accept printed transcripts by mail, the default selection is "Send Final Marks when they become available"
- Under the heading "Send your transcript to an employer(s), yourself or anyone," graduating students can also order their own free printed transcript (by mail) as soon as their transcript shows a graduation date at the bottom of the page, or can send an electronic copy via PDF download to anyone they choose
- Students having difficulty accessing StudentTranscripts Service must use their legal name as it appears on their Unofficial Transcript of Grades. Students may contact their school if corrections to legal name or birthdate are needed or if course information is missing or inaccurate on the transcript

### **For Schools: PSI Selections – Student Summary Report**

On the [School Secure Web](#), schools can access the PSI Selections – Student Summary Report by clicking on the "Post-Secondary Reports" link. This PDF report is updated weekly until mid-July to show:

- Each student in your school who has made one or more 2020 PSI selections to date (where a student chose to send interim and/or final marks when they are available)
- Each current Grade 12 and Grade "AD" (Adult graduating) student who has **not** yet made any 2020 PSI selections

Schools may use this report to identify students who have not yet given the Ministry of Education permission via the StudentTranscripts Service website to release their transcript information to PSIs but who are known to be applying to PSIs. It can also be used to confirm the students' selected PSIs.

From April, students' interim marks and PSI selections also began to appear on the Transcript Verification Reports (TVRs) on the School Secure Web.

Schools are also encouraged to submit their TRAX Data Uploads (DEM, CRS, XAM files) regularly to ensure that student marks are up to date in student transcript data for the StudentTranscripts Service (and School Secure Web). If a student's legal name or birthdate is incorrect and you are the student's School of Record, please report the correction with a scan of official document to [PENS.Coordinator@gov.bc.ca](mailto:PENS.Coordinator@gov.bc.ca).

### Questions?

Schools with questions, please email [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca) (students can contact [StudentTranscripts@gov.bc.ca](mailto:StudentTranscripts@gov.bc.ca)).

If offshore schools have questions, please email [Offshore.Administrator@gov.bc.ca](mailto:Offshore.Administrator@gov.bc.ca).

Please encourage other appropriate school staff to subscribe to the **TRAX Updates** mailing list.

The TRAX Updates mailing list is the primary means of Ministry to school communication relating to data collection, assessment and examination administration and student transcripts.

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