



Health and Human Services

Student PEN Number \_\_\_\_\_

### NIC Dual Credit - Application Form

Today's Date: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Current Grade: (as of today's date) \_\_\_\_\_

S.I.N. Number: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone (i.e. cell phone): (\_\_\_\_) \_\_\_\_\_

Email address-  
\_\_\_\_\_

**Current High School:** \_\_\_\_\_

Current High School Program (Please check one)

- \_\_\_\_\_ Regular Graduation
- \_\_\_\_\_ School Leaving Certificate
- \_\_\_\_\_ Adult Dogwood
- \_\_\_\_\_ Grad

**Courses or Program Applying For:**

\_\_\_\_\_ *Micro Credentials – Med Office*      \_\_\_\_\_ *HCA*  
 \_\_\_\_\_ *EACSW*      \_\_\_\_\_ *ECE*  
*Other:* \_\_\_\_\_      *Other:* \_\_\_\_\_  
*Other:* \_\_\_\_\_      *Other:* \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Interviewed \_\_\_\_\_  Accepted \_\_\_\_\_

**Please check the most appropriate answer to the following questions:**

1. Have you discussed this with your parents or guardian?



Yes  No

2. Are you currently taking courses that relate to the program you indicated you are interested in?

Yes  No

3. Have you discussed this with a counselor from the school you are currently attending?

Yes  No

4. Do you currently work in a job that is directly related to the program you indicated you are interested in?

Yes  No

If yes to Question 2, please list the courses: \_\_\_\_\_

\_\_\_\_\_

If yes to Question 4, where do you work? \_\_\_\_\_

\_\_\_\_\_

### References

**Please note:** By completing this application form and providing the information below, the applicant is giving their permission to the School District 47 (Powell River) Career Technical Programs staff in order that they may make contact with these individuals as it is related to the programs and services provided.

Individuals listed may be contacted to provide information related to acceptance to the Dual Credit Career Technical Programs. Inquiries may well include, but are not restricted to grades, attendance, attitude, motivation, and behavior. Acceptance to the Career Technical Programs is NOT *necessarily* contingent on this information, however as space is limited in all programs, this information may be used to create "waitlists".

### Please List the Following:

Teacher: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Personal: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Employer / Volunteer)

Signature of: Applicant \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

**Please note:** This is the initial step in our application process.  
We **thank you** for the due care and attention taken in the completion of your application and we look forward to speaking with you about your specific program choice.



Dual Credit Application for Health and Human Services  
(for High School Students)

www.nic.bc.ca T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

North Island College Student Number			PEN: Personal Education Number		
Legal Last Name /		First Name /		Middle Name	Preferred First Name
Mailing Address		City	Province	Postal Code	Phone: Home
E-Mail Address			Birth Date: YY/ MM/ DD	Gender M <input type="checkbox"/> F <input type="checkbox"/>	
Emergency Contact Name: _____			Canadian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone: BUS _____ HOME: _____			Permanent Resident: <input type="checkbox"/> Country of Origin _____		
(Voluntary Disclosure) Disability/medical condition? Yes <input type="checkbox"/>			(Voluntary Disclosure) Do you identify yourself as an Indigenous person? Yes <input type="checkbox"/> No <input type="checkbox"/>		
NIC will provide you with information about receiving support services.			If yes, are you: First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/>		

<b>Program</b>	Use FULL program name as listed in the North Island College Calendar.
Campus/Centre	
Start Term: Choose which session by entering the year beside the term.	
all (Sept-Dec)/Year	Winter(Jan-Apr)/Year
Spring(May-June)/Year	Summer(July-Aug)/Year

**Courses and Section Number**

**DECLARATION PLEASE READ THE FOLLOWING BEFORE SIGNING:**

I declare that the information I have submitted on the application is true and correct. Completion of this application permits North Island College (NIC) to request and/or confirm any information necessary to support my application for admission. Falsifying any document or information submitted will result in the immediate cancellation of admission or registration at the College. I understand that this application is a request for admission and does not guarantee admission to any program or course. Admission is subject to meeting program and course prerequisites and to space availability. Decisions on my admission will be made only after the application fee and all required documents have been submitted. I agree to abide by the established rules and regulations of North Island College, including those of the program in which I shall be registered.

For Dual Credit students admitted to courses or programs, I understand that all the details of my application, academic progress, and student conduct record will be shared between NIC and my Secondary School contact.

I understand that this information along with subsequent information is collected under the authority of the College and Institute Act and section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Information collected will be used for the purposes of: admissions, registration, grade notification, income tax receipts, research, awards, alumni contact, special events and other activities consistent with the mandate of the institution. NIC collects, uses, retains and discloses information within the College to carry out its mandate and operations in accordance to Policy 1-01 Freedom of Information and Protection of Privacy. Should you have any questions about the collection of information please contact the FIPPA Analyst located at 2300 Ryan Road, Courtenay, BC, V9N 8N6, or email foipp@nic.bc.ca

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Received By \_\_\_\_\_ Date and Time Received \_\_\_\_\_



Office of the Registrar

2300 Ryan Road Courtenay BC V9N 8N6

T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

[Empty box for Applicant/Student Name]

[Empty box for District]

APPLICANT/STUDENT NAME

DISTRICT

This applicant has indicated an interest in studying at North Island College. Keeping in mind they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment, please answer the following questions.

Does this student have any identified special needs or learning challenges?  YES  NO

Applicants who may require accommodations and supports must notify NIC Department of Accessible Learning Services (DALs) at least one month before the start of their program in order to arrange appropriate accommodations. For more information, or to book a meeting go to https://www.nic.bc.ca/student-services/accessible-learning-services/ or call 1-800-715-0914 (switchboard). Please note that additional time maybe required for some accommodations (i.e., ASL interpreting).

NIC reserves limited number of seats for Dual Credit students wishing to enroll in either the Health Care Assistant or Early Childhood Care and Education Assistant programs. In order to be considered for one of these seats, it is imperative the timelines below are followed. Applications after these timelines will continue to be accepted and will follow NIC's Admission Policy (first qualified, first invited based on space available). In order to be considered for reserved seating, dual credit applications must be received on or before the last Friday in May (for September programs) or on or before the second Friday in October (January programs). Qualified applications may still be considered after deadlines depending on seat availability. Please comment on this student's academic readiness and maturity to study in an adult environment?

[Empty box for comment on student's academic readiness]

Self-motivation and commitment to learning are important attributes for a successful learner at the post-secondary level. How do you view this student in this regard?

[Empty box for view of student]

Do you recommend this student to take the identified course(s)/program at NIC?

- No. I do not make a recommendation.
- Yes. I have worked closely with this applicant, and I believe they have shown readiness for this opportunity. I support their application to NIC.
  - The School District agrees to transfer only these credits to the high school transcript.

Is NIC to invoice the School District directly for any fees for this applicant?

- No. District Career Programs Coordinator/High School Counsellor will inform the Applicant how to request reimbursement if applicable.
- Yes. District Career Programs Coordinator/High School Counsellor to complete attached School District Sponsorship Agreement (attached) for NIC permission to invoice the School District directly.

Or

- Yes. District Career Programs Coordinator/High School Counsellor will provide NIC with letter of sponsorship under separate cover. Note: Sponsorship letter must be received by NIC prior to fee deadline for student to retain seat in program/courses.

[Empty box for Signature of District Career Programs Coordinator/High School Counsellor]

[Empty box for Date]

Signature of District Career Programs Coordinator/High School Counsellor

Date

[Empty box for Telephone]

[Empty box for Email Address]

Telephone

Email Address



SCHOOL DISTRICT SPONSORSHIP AGREEMENT
For Dual Credit High School Students
(to be completed by the School District)

Office of the Registrar
2300 Ryan Road
Courtenay BC V9N 8N6
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

We hereby undertake to sponsor:

[Empty box for Name of Student] in the [Empty box for Name of program or course(s)]

Name of Student Name of program or course(s)

From: [Empty box] to [Empty box] for the following amounts.
MONTH/YEAR MONTH/YEAR

Note: NIC Policy 4-04 Fees and Refunds applies to all dual credit students and their sponsors.

Please check applicable boxes:

- Assessment Fee \$20.00
Books up to \$
Tuition up to \$
Lab Fee
Learner Fee
NISU (Student Society)

Additional Instructions:

[Large empty box for Additional Instructions]

School District Name [Empty box]

Mailing Address [Empty box]

City [Empty box] Prov. [Empty box] Postal Code [Empty box]

Telephone ( ) [Empty box] Fax ( ) [Empty box] Email [Empty box]

Contact Name (print) [Empty box] Title (print) [Empty box]

Signature [Empty box] Date [Empty box]



**FREEDOM OF INFORMATION RELEASE**

(to be completed by the Applicant)

Office of the Registrar  
2300 Ryan Road  
Courtenay BC V9N 8N6  
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

North Island College is governed by the Freedom of Information and Privacy Act (FIPPA) and as such is not able to discuss student progress and attendance with a parent/guardian without the permission of the applicant/student. Your signature below provides permission to your parent/guardian to access your student record information.

I give permission to share information about my student record, including grades, attendance and performance with my parent/guardian during the current academic year.

Applicant/ Student Name (print)

Birthdate

Parent or Guardian Name (print)

has my permission to access my student records,

registration and any personal information necessary for, or pertaining to, my application and enrolment at North Island College and to conduct student related business at North Island College on my behalf.

Permission is in effect:

From

MONTH / DAY / YEAR

To:

MONTH / DAY / YEAR

**Student Authorization:**

I hereby give authorization as identified above:

Student Signature:

Date:



Office of the Registrar  
2300 Ryan Road  
Courtenay BC V9N 8N6  
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

Student Name

District

**NIC PROGRAM INSTRUCTOR**

(Department Chair signature required if Instructor is not available; it is the student's responsibility to take this form to the instructor)

Instructor Name

Title

I have met with the applicant and discussed the following:

- a. Program and course content
- b. Level of skill necessary for successful program completion
- c. Expectations of an adult learning environment

I believe they show readiness for this opportunity. I support their application to NIC. I understand that the applicant must also meet the Program Admission Requirements and that my signature does not indicate an offer of Admission.

Instructor Signature

Date







## Office of the Registrar

2300 Ryan Road  
Courtenay BC V9N 8N6  
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

Dual Credit/Transition programs, which include the following NIC Health and Human Service programs, are available for secondary school students: Health Care Assistant Certificate, Human Services Certificate, and Early Childhood Care and Education Certificate. This package contains information about the process that you will need to follow, activities that you will need to undertake, and the forms that you are required to complete if you would like to engage in dual credit courses or programs with North Island College.

NIC reserves limited number of seats for Dual Credit students wishing to enroll in either the Health Care Assistant or Early Childhood Care and Education Assistant programs. In order to be considered for one of these seats, it is imperative the timelines below are followed. Applications after these timelines will continue to be accepted and will follow NIC's Admission Policy (first qualified, first invited based on space available).

### REQUIRED APPLICATION STEPS

All students interested in Dual Credit are required to complete the following three steps:

#### 1. Undertake Career Preparation and Education Planning with your high school

- Prior to beginning your timetabling process for Grade 12 in the spring, meet with your District Career Programs Coordinator/High School Counsellor to identify careers of personal interest and prepare documentation to support your intended career direction. Discuss whether either of the above programs at NIC meet these goals.
- Visit the North Island College website for detailed program information: [www.nic.bc.ca](http://www.nic.bc.ca)
- Questions may be directed to your District Career Programs Coordinator/High School Counsellor or to NIC's Educational Advisors or Admissions By calling 1-800-715-0914 to book an appointment.
- Complete the Dual Credit Student Education/Transition Plan with your District Career Programs Coordinator/High School Counsellor (included with this admissions package).
- Make arrangements to meet with NIC program instructor to learn more about the program and suitability. Have the instructor sign the instructor signature form (included with this admissions package).
- Each NIC program has specific entrance prerequisites that must be met prior to entry into the program. These are listed in the NIC calendar on the web page for each program at [www.nic.bc.ca](http://www.nic.bc.ca) Enroll in courses at your high school that will best prepare you for your chosen career path and which will meet the post-secondary program prerequisites that you will require for admission to North Island College.
- If you want to use NIC course credits for your high school graduation certificate, please be aware that you are responsible for confirming with your District Career Programs Coordinator/High School Counsellor that your program/courses are acceptable to your high school for graduation credit.
- If you are a student with disabilities, applications will need to be considered at least 6 months in advance of the intended program start date (see information included in this admission package for student with disabilities on how to receive support).

## 2. Apply to North Island College

**In order to be considered for reserved seating, dual credit applications must be received on or before the last Friday in May (for September programs) or on or before the second Friday in October (January programs).**

Qualified applications may still be considered after deadlines depending on seat availability.

A) To apply for an NIC program as a Dual Credit student, the following forms marked 'RETURN THIS PAGE TO NIC' at the bottom need to be returned to NIC Admissions by your District Career Programs Coordinator/High School Counsellor (complete all forms included in this admission package in ink and keep a copy for your records):

- NIC Dual Credit Application Form
- District Career Education Facilitator Form
- School District Sponsorship Agreement
- Freedom of Information Release
- Official Secondary School Transcripts (obtain interim or final from your High school and submit with application forms)
- NIC Instructor Signature Page

The following forms need to be returned to your District Career Programs Coordinator/High School Counsellor, but are not required to be submitted to NIC:

- Applicant's Statement of Readiness
- Parent/Guardian Statement

## 3. Next steps

Submit your completed application to your District Career Programs Coordinator/High School Counsellor to review and to forward to NIC Admissions for processing. Both the applicant and the District Career Programs Coordinator/High School Counsellor will be notified directly of the outcome and information on next steps.



## STUDENTS WITH DISABILITIES - additional application steps

Applicants who may require accommodations and supports must notify NIC Department of Accessible Learning Services (DALs) at least one month before the start of their program *in order to arrange appropriate accommodations*. For more information, or to book a meeting go to <https://www.nic.bc.ca/student-services/accessible-learning-services/> or call 1-800-715-0914 (switchboard). Please note that additional time may be required for some accommodations (i.e., ASL interpreting).

1. At an initial meeting with the prospective student, the role of DALs will be explained and signed consents for release and exchange of information will be completed. These consents may be for School District staff, medical professionals or other agencies that may have completed assessments or consultations with the student. Students are encouraged to bring their IEP or other relevant documentation to this meeting.
2. DALs (with the support of the School District (SD)) will gather disability-related documentation or other sources as needed and forward it to the DALs department. This information is required to assess the support needs of each student with disabilities attending NIC.
3. DALs Faculty will review the documentation, will meet with the prospective student and instructor (if necessary) to discuss possible technical or classroom/practical requirements for the trade or career they are pursuing, e.g. determine the hearing requirements for Nursing, physical demands for plumbing, etc.
4. DALs will then develop an Accommodation (Support) Plan
5. DALs will determine the required accommodations and will then consult with SD personnel on a case by case basis regarding who best can provide the disability supports that are required.
6. DALs will arrange a further meeting with the prospective student to discuss accommodations and support services that they are eligible to receive through the School District and NIC. School District staff will be invited to this meeting (if required).
7. If accepted into a program, an accommodation letter will be sent to the prospective student and program instructor.



**APPLICANT'S STATEMENT OF READINESS**

Student Name:

Date:

Describe why you have chosen this career area.

Describe how your work experience or school activities have prepared you for this program.

Describe what you will do to be successful in this program.



**PARENT/GUARDIAN STATEMENT**

(to be completed by the Applicant's Parent or Guardian)

The applicant has indicated an interest in studying at North Island College. Keeping in mind that they would be studying in an adult learning environment, in which they are expected to be self-motivated and self-directed and not reliant on others to assist in the organization of their learning activities, we ask you to answer the following questions:

Please tell us about the applicant's ability and comfort level in communicating with adults.

Please tell us about the applicant's ability to be an independent and self-directed learner.

Your signature indicates your support for this applicant to take the identified program or course at NIC and your responsibility to support this student in their studies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (please print)



This form should be completed by the Applicant and the District Career Programs Coordinator/High School Counsellor. This form is required by your School District for funding purposes and does not need to be returned to North Island College as part of the Admission process.

Develop your education plan including the courses required for entry into the program and the dual credit courses you will receive while attending North Island College or other post-secondary institutions.

1. Ensure you have included and considered your graduation requirements in your Transition Plan.
2. You may need to modify your timeline to achieve your graduation requirements and to participate in the program.
3. Complete the 3 Year Education/Transition plan in full, beginning with your Grade 10 courses.
4. Timetable changes should be made with the approval of your District Career Programs Coordinator/High School Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Name:

High School:

Dual Credit Program:

Date:

Students are required to complete a minimum of 80 credits (equivalent to 20 four-credit courses) in Grades 10-12 for graduation. Most students choose to complete more than 80 credits.

1. Required Courses – 52 credits in courses listed below:

COURSE	CREDITS	COURSE	CREDITS
Language Arts 10	4	Language Arts 11	4
Fine Arts or Applied Skills 10, 11, 12	4	Social Studies 11, Civics	4
Science 10	4	Mathematics 11 or 12	4
Mathematics 10	4	Science 11 or 12	4
Physical Education	4	Language Arts 12	4
Planning 10	4	* Graduation Transitions	4
Social Studies 10	4		

Note: Graduation = Minimum 4 Grade 12 level courses + \* Graduation Transitions 12.

2. Elective Courses – 28 credits Students can choose to complete elective requirements through the North Island Partnership – Dual Credit Programs/Courses (PSIB Credits) and/or Secondary School

YEAR		YEAR		YEAR		YEAR
Gr 10 Sem 1	Gr 10 Sem 2	Gr 11 Sem 1	Gr 11 Sem 2	Gr 12 Sem 1	Gr 12 Sem 2	Post-Sec (PSIB)
Total credits		Total credits		Total credits		Total credits
Total credits predicted (Required + Elective) =				Predicted Graduation Date:		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher/Counsellor Signature



# Grade 11/12

## Student Learning/Transition Plan

Updated May 2023

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PLEASE PRINT in Pen

Name: \_\_\_\_\_

School: \_\_\_\_\_

D.O.B: \_\_\_\_\_  
(DD/MMM/YYYY)

Year of Grad: \_\_\_\_\_

Please indicate if you have an I.E.P on file:

YES

NO

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation you are targeting:

1 \_\_\_\_\_

2 \_\_\_\_\_

Post-Secondary Program you are taking courses in (direct link to required courses for program):

\_\_\_\_\_

Is this a:  Certificate  Diploma

Post-Secondary School Name and Address: \_\_\_\_\_

High School Courses related to and required to ensure entry into college program:

Related courses to take Program of interest	Required courses needed to enter Program

Student Transcript is attached

GRADE 10 REQUIREMENTS					
	Credits	Semester 1	Credits	Semester 2	Credits
English 10 (2 parts)	4	Elective		Elective	
Socials 10	4	Elective		Elective	
Science 10	4	Elective		Elective	
Math 10	4				
PE 10	4				
CLE 10	2				<b>Total</b>
GRADE 11 REQUIREMENTS					
English 11	4	Elective			
Socials 11	4	Elective			
Math 11	4	Elective			
Science 11	4	Elective			
Careers 11	2				<b>Total</b>
GRADE 12 REQUIREMENTS					
English	4	Elective			
Careers 12	2	Elective			
Career Exploration/Capstone	2	Elective			
Elective		Elective			
Elective					<b>Total</b>

TOTAL SCHOOL CREDITS: \_\_\_\_\_

School and PSI Course Codes							
School Codes	NIC/VIU Course Code	Course Start Date		School Codes	NIC/VIU Course Code	Course Start Date	
PN/L---12A				PN/L---12E			
PN/L---12B				PN/L---12F			
PN/L---12C				PN/L---12G			
PN/L---12D				PN/L---12H			

Total Dual Credit Credits: \_\_\_\_\_

Total Credit for Graduation: \_\_\_\_\_

Student Signature: \_\_\_\_\_

SD #47 Counsellor/ District Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (DD/MMM/YYYY)





# Grade 11/12

## Student Learning/Transition Plan

Updated May 2023

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PLEASE PRINT in Pen

Name: \_\_\_\_\_

School: \_\_\_\_\_

D.O.B: \_\_\_\_\_  
(DD/MMM/YYYY)

Year of Grad: \_\_\_\_\_

Please indicate if you have an I.E.P on file:

YES

NO

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation you are targeting:

1 \_\_\_\_\_

2 \_\_\_\_\_

Post-Secondary Program you are taking courses in (direct link to required courses for program):

Is this a:  Certificate  Diploma

Post-Secondary School Name and Address: \_\_\_\_\_

High School Courses related to and required to ensure entry into college program:

Related courses to take Program of interest	Required courses needed to enter Program

Student Transcript is attached

GRADE 10 REQUIREMENTS					
	Credits	Semester 1	Credits	Semester 2	Credits
English 10 (2 parts)	4	Elective		Elective	
Socials 10	4	Elective		Elective	
Science 10	4	Elective		Elective	
Math 10	4				
PE 10	4				
CLE 10	2				<b>Total</b>
GRADE 11 REQUIREMENTS					
English 11	4	Elective			
Socials 11	4	Elective			
Math 11	4	Elective			
Science 11	4	Elective			
Careers 11	2				<b>Total</b>
GRADE 12 REQUIREMENTS					
English	4	Elective			
Careers 12	2	Elective			
Career Exploration/Capstone	2	Elective			
Elective		Elective			
Elective					<b>Total</b>

TOTAL SCHOOL CREDITS: \_\_\_\_\_

School and PSI Course Codes							
School Codes	NIC/VIU Course Code	Course Start Date		School Codes	NIC/VIU Course Code	Course Start Date	
PN/L---12A				PN/L---12E			
PN/L---12B				PN/L---12F			
PN/L---12C				PN/L---12G			
PN/L---12D				PN/L---12H			

Total Dual Credit Credits: \_\_\_\_\_


Total Credit for Graduation: \_\_\_\_\_


Student Signature: \_\_\_\_\_

SD #47 Counsellor/ District Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (DD/MMM/YYYY)

# TRANSCRIPT SUBMISSIONS MUST BE SENT TO VIU OR NIC

 THESE ARE REQUIRED PRIOR TO  
ACCEPTANCE

 FOLLOW THE INSTRUCTIONS ON THE  
FOLLOWING PAGES TO COMPLETE THIS  
PROCESS



# Ordering Transcripts for a PSI:

Google "Transcript Services BC"




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

**Select this option:**

## Order transcripts and certificates

The [Student Transcripts 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



 <p><b>Current student</b></p> <p>You are now enrolled in a secondary school, or</p> <ul style="list-style-type: none"><li>Have completed a course within the last six months</li></ul>	 <p><b>Former student</b></p> <ul style="list-style-type: none"><li>More than six months have passed since you completed a secondary school course</li></ul>	 <p><b>Returning user</b></p> <ul style="list-style-type: none"><li>You are familiar with the Student Transcripts Service (STS) and have used it before</li></ul>
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**YOUR PEN IS:** \_\_\_\_\_

**Scroll down to the bottom of the page and select:**

### Order

First time users may register for a Basic BCEID. Returning users log in using the Stu

 <p><b>Register for a Basic BCEID</b> Online ID for secure access to B.C. government services.</p> <p><a href="#">Register</a></p>	 <p><b>Log in to StudentTranscripts Services (STS) with BCEID</b> Access STS with Basic BCEID for exam results &amp; transcripts/certificates</p> <p><a href="#">Log in</a></p>
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- Follow the prompts to create a BCEID – next page will support these steps.

Step 1: Fill in all your personal information, including your Personal Education Number PEN (Mrs Larkin can give you this or it is on your report card, also found in MyEd).

## Register for StudentTranscripts



You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.

\* Indicates a required field

### Student Information you use(d) in your School of Record

Please ensure that your student information you enter matches the information at your school of record.

Personal Education Number (PEN) \*

[Don't have a PEN?](#)

First Name \*

Middle Name

Last Name \*

Date of Birth (dd/mm/yyyy) \*

Step 2: Check your email and confirm, there will be two emails coming, one will ask you to login and confirm your details, once this is done then you are good to order transcripts for VIU.

Step 3: Once you have confirmed your login details again you are ready to order transcripts.

[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: Once logged in if you see this page, just check the box and select "continue":

### To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - if you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

#### BCeID Account Activity

##### Last Logins with Your BCeID

April 18, 2023 at 9:54 AM

##### When do you want to review your BCeID account activity?

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at [www.bceid.ca](http://www.bceid.ca).

Do not show me BCeID account activity when I log in

Continue

#### Your BCeID account

Go to [www.bceid.ca](http://www.bceid.ca) to manage your account. You can update your email, contact information, login preferences, and more.

We recommend you keep your email address up to date.

[Manage your BCeID account](#)

Need help?

[Contact the BCeID Help Desk](#)

Step 5: Now login again and order your transcripts:

### 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 April 03, 2023  
Your transcript has your graduation status
- [Graduation Assessment/Provincial Examinations Results](#) - Last Updated April 18, 2023
- [View Your Scholarships](#) - No scholarships to report

#### System Notice(s)

Step 6: Select "I consent" and then select the blue "Send Transcript" in the top half of the page – you want to send your transcript to a university.

 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 British Columbia Ministry of Education and Child Care under the authority of 26(c) and 26(e) of the *Freedom of Information and Privacy Protection Act* and the *School Act*, ss. 79(3) and 186(2)(i) and (k). Collected information will be used for the purpose of administering the Student Transcript Service (STS) and for policy planning and evaluation of services supporting student mobility through portability of their credentials. By clicking on the "I consent" checkbox below you are acting on your own behalf in providing you consent, effective immediately, to the use and disclosure of the information you submit, for the purpose of providing your official transcript and/or certificate to the transcript exchange hub(s), post-secondary institution(s), organization(s) or individual(s) you have specified.

Questions about collection, use or disclosure of your 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 and Child Care - 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

### Send your transcript to an employer(s), yourself, or anyone

- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

[< Back to My Dashboard](#)

Step 7: Find Vancouver Island University and click it from the left box over to the right box, then "Go To Next Step" (in lower right corner)

 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.

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List

Search by Name

[Canadian Institutions](#) [International Institutions](#) [Can't find your institution? Click here.](#)

Province

British Columbia

Available Institutions
VANCOUVER FILM SCHOOL
VANCOUVER HAIRDRESSING ACADEMY
VANCOUVER INSTITUTE OF MEDIA ARTS
VANCOUVER ISLAND SCHOOL OF ART
VANCOUVER PREMIER COLLEGE
VANCOUVER SCHOOL OF BODYWORK AND MASSAGE

Selected Institutions
VANCOUVER ISLAND UNIVERSITY

[Go to Next Step](#)



Step 8: Send your transcripts now and let them have access for one year. Then "Go To Next Step".

Steps:

1. Select Institution      2. Choose Send Option      3. Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

**VANCOUVER ISLAND UNIVERSITY**  
 900 5TH STREET, NANAIMO, BC, CA, V9R5S5  
 250-753-3245

Send my transcript electronically now. [Help?](#)  
 Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates until:

Step 9: You should see your transcripts and if this is accurate check the box in lower left corner and then select "add to cart".

BC FIRST PEOPLES 12	BCFP 12		2023/06						4
EXPLORE: TRADES SAMPLER (SKILLEDTRADESBC	TSITA 12A		2023/06						4
EXPLORE: TRADES SAMPLER (SKILLEDTRADESBC	TSITA 12B		2023/06						4
WORK EXPERIENCE 12A	WEX 12A		2023/06						4
CAREER-LIFE EDUCATION	CLE	12	2022/02				90 A		4
LITERACY ASSESSMENT 10	LTE10	15	2022/04				RM NA	NA	
NUMERACY ASSESSMENT 10	NME10	16	2022/06				3 NA	NA	

Students with questions should contact their schools immediately.

Reasons for Non-Graduation

No Literacy 12 Assessment	No Language Arts 12
Fewer than 16 Gr 12 credits	No Social Studies 11 or 12
Fewer than 28 Elective credits	No Grad Transitions/Career Life Connecti

Legend Information for Course Data

I have reviewed my order and course information.

You should see a confirmation page – you are done.

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