



Student PEN Number (9 digits) _____

Dual Credit & Technical Programs - 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 (cell phone): _____

Email Address: _____

Current High School: _____

Current High School Program: _____

- Regular Graduation
- School Leaving Certificate
- Adult Dogwood Grad

Are you Cross Enrolled? Yes No

Courses or Program Applying For (please select below):

- | | |
|--------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Auto Service Tech | <input type="checkbox"/> Welding (separate Application) |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> EACSW |
| <input type="checkbox"/> Culinary Art (Cooks Training) | <input type="checkbox"/> ECEC |
| <input type="checkbox"/> Home Care Assistant | |
| <input type="checkbox"/> 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)

Parent or 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 Trades Programs – Admissions Checklist

Name: _____

Program: _____

PEN#: _____ School District _____

Principal/Designate signature _____ Date: _____

Attached	Requirements for all programs at VIU	Notes
	Application for Admissions (completed and signed)	
	Application Fee (if student paying – please no stale dated cheques)	
	Authorization to Release & Exchange Student Information Form	
	Sponsor Application - (completed and signed with appropriate intake)	
	Interim High School Transcript (or DVR showing enrollment)	
**Please see below for additional requirements that must be submitted with the application		

Depending on your program these are required.

** * * * **

AUTO	Driver's License	<i>- L OR N at time of program start.</i>		
BAKE	Food Safe	Interview with Chair (VIU will arrange)	Personal Profile	
CACP	Food Safe			
CPTY	Personal Profile	<i>- in this package. pls complete.</i>		
DENA	English 12 "C"	Biology 12 "C"		
EACS	English 12 "C"	Two letters of Reference	Resume with Cover Letter	
ECEC	English 12 "C"	Two letters of Reference	Resume	Interview with Chair
ELEC	Eng 11 - 'C' PreC 11 or Fom 11 - 'C'	Driver's License		
HAIR	Personal Profile			
HCAS	Successful completion of English 12 or equivalent	Personal Profile (webform online)	English Competency Declaration Form (Webform online)	Interview with Chair (VIU will arrange)
HEO	Driver's License			
HMTF	Driver's License	Personal Profile		
HORT	English 12 - 'C'	Prec 11 or Fom 11 or AWM 11 - 'C'	Letter indicating reasons for applying to the program and outlining any previous horticultural experience, as well as future career goals.	Interview with Chair (VIU will arrange)
ITAS	English 12 - 'C'	Letter describing reasons for wanting to take the program.	Interview with Chair (VIU will arrange)	
MMT				
OADM	English 12 "C"	Math 10 "C"		
RACM	Personal Profile			
WELD				

- must submit with this application.

AUTO – Automotive Service Technician
 BAKE – Professional Baking and Pastry Arts
 CACP – Culinary Arts
 CPTY - Carpentry
 DENA – Dental Assistant
 EACS – Education Assistant & Community Support
 ELEC – Electrician Certificate
 HAIR – Hairdressing
 HCAS – Health Care Assistant

HEO – Heavy Equipment Operator
 HMTF – Heavy Mechanical Trades Foundation
 HORT – Horticulture Technician Foundation
 ITAS – Information Technology
 MMT – Marine and Motorcycle Mechanical Technician
 OADM – Office Administration
 RACM – Refrigeration Air Conditional Mechanic
 WELD – Welding
 ECEC – Early Childhood Education & Care



VANCOUVER ISLAND UNIVERSITY

Application for Admission

Online application available at viu.ca/apply

Registration Centres

Nanaimo Campus

900 Fifth Street
Nanaimo, BC V9R 5S5
Tel: 250.740.6400
Toll-free: 1.888.920.2221
viu.ca

Cowichan Campus

2011 University Way
Duncan, BC V9L 0C7
Tel: 250.746.3500
cc.viu.ca

Parksville-Qualicum Centre

100 Jensen Avenue E., Box 42
Parksville, BC V9P 2G3
Tel: 250.248.2096
viu.ca/parksville

Powell River Campus

100 - 7085 Nootka Street
Powell River, BC V8A 3C6
Tel: 604.485.2878
Toll-free: 1.877.888.8890
pr.viu.ca

Matter here | viu.ca



APPLYING FOR ADMISSION TO VANCOUVER ISLAND UNIVERSITY

Find a Program

Browse Vancouver Island University's website at viu.ca to find information about programs offered. If you require assistance choosing a program, help is available from The Office of Future Students at 250.740.6672 (Nanaimo); or contact Advising at 250.740.6410 (Nanaimo); 250.746.3509 (Cowichan); 604.485.2878 (Powell River).

Complete this form

You may find it easier and more informative to apply online — please visit viu.ca/apply.

Please ensure you print clearly and complete all sections of this form.

This Application for Admission can be delivered or mailed to any campus – Nanaimo, Cowichan, Powell River, or to the Parksville•Qualicum Centre.

Pay the Application Fee

A non-refundable, non-transferable application fee is required for each application. Cheques or money orders should be made payable to Vancouver Island University. If payment is not attached, we will send you details regarding other payment options once we have completed the initial processing of your application.

Program Type	Fee
Undergraduate	\$43.40
Graduate	\$112.58

Application fees may be subject to change.

Submit Official Transcripts

New applicants to undergraduate programs must submit official transcripts from all institutions. This includes high school and all previous post-secondary institutions. Faxed, scanned or photocopied documents are not considered official. Transcripts become the property of Vancouver Island University and will not be returned. The only exception is where a transcript is deemed to be irreplaceable. If submitting such a document, please request its return at the time of submission.

Current high school students from BC and the Yukon must provide their Personal Education Number (PEN) and authorize the Ministry of Education to release their grades to VIU.

New applicants to graduate programs must submit official transcripts from all previous post-secondary institutions. High school transcripts are not required from applicants to graduate programs.

What Happens Next?

Vancouver Island University will mail or email you a letter confirming receipt of your application. **Please read our letters and emails carefully and contact us if you have any questions.**

If you are admitted to a program, an offer of admission will be sent to you. A non-refundable, non-transferable deposit (usually \$200) will be required to confirm your acceptance of the offer of admission. The due date to accept the offer and pay the deposit will be outlined in the offer of admission.

The University considers it to be sufficient notification to mail information to the student's address on file; however, we may also contact you by telephone or email. If you change your mailing address, phone number, or email address, please notify us immediately.



VANCOUVER ISLAND
UNIVERSITY

APPLICATION FOR ADMISSION

Please complete all sections of this application.

OFFICE USE ONLY

CPC

DATE

Personal Information

VIU Student Number (for returning Students)	Personal Education Number (BC & Yukon High School Students)	Tradesperson ID Number
------------------------------------------------	----------------------------------------------------------------	------------------------

Legal First Name (no initials)	Middle Name(s) (no initials)	Last Name
--------------------------------	------------------------------	-----------

Maiden Name/Previous Name (if applicable)	Preferred Name
-------------------------------------------	----------------

Mailing Address	City
-----------------	------

Province	Postal Code	Country
----------	-------------	---------

Telephone (Primary) ()	Telephone (Other) ()	Email
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Date of Birth year month day	Social Insurance Number (optional)	Please indicate your gender: <input type="checkbox"/> Female Gender <input type="checkbox"/> Male Gender <input type="checkbox"/> Non-Binary Gender <input type="checkbox"/> Prefer not to answer Are you/Would you say you are: <input type="checkbox"/> Cisgender <input type="checkbox"/> Transgender <input type="checkbox"/> Prefer not to answer
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Citizenship

Canadian

Permanent Resident (documentation required) Country of Citizenship _____

Refugee (documentation required) Country of Citizenship _____

Emergency Contact

Name	Telephone ()	Email
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To Help Us Serve You, Please Answer These Optional Questions

We are dedicated to support Aboriginal students in their efforts to achieve their goals.

Do you identify yourself as an Aboriginal person of Canada, that is, First Nations, Metis, or Inuit? Yes No I prefer not to answer this question

If you identify yourself as an Aboriginal person, are you (please check all that apply) First Nations? (Status, Non-Status, Treaty, Non-Treaty) Metis? Inuit?

We offer the Youth Aged out of Care Tuition Waiver Program to eligible students who have aged out of care in the British Columbia Care system as defined by the British Columbia Child, Family, and Community Services Act. For more information contact the Financial Aid department.

Have you lived as a Youth in Care in British Columbia for 12 months or more? Yes No I prefer not to answer this question

We would like to know if you are a "First Generation Learner."

None of my parents attended university or college Two of my parents attended university or college

One of my parents attended university or college I prefer not to answer this question

Program Choice	
Which program are you applying to?	Are you applying as a visiting student on a Letter of Permission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate which VIU campus you would prefer to attend (one only): <input type="checkbox"/> Nanaimo <input type="checkbox"/> Powell River <input type="checkbox"/> Cowichan <input type="checkbox"/> Parksville-Qualicum Centre <input type="checkbox"/> Other Location	Please indicate when you would prefer to begin your classes: Month _____ Year _____
Applicants to the Bachelors of Arts, Business Administration and Science programs, please specify your intended major. <i>The information collected is for planning purposes only and does not guarantee access to any major.</i>	
Intended Major _____	
<input type="checkbox"/> I have not decided on a Major	

Educational History <small>Official transcripts must be submitted from all institutions – faxed, scanned or photocopied documents are not accepted.</small>					
Last High School Attended	Location	School District	Presently Attending?	Date Last Attended (year month)	Did You Graduate?
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-secondary Institutions Attended	Location	From (year month)	To (year month)	Program or Course	

PLEASE READ THE FOLLOWING BEFORE SIGNING

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION
 The personal information on this form is collected under the authority of the University Act (RSBC 1996, ch.468). I understand that VIU will use and maintain the information for the purposes of admission, registration, student support services, research, administration and reporting requirements, alumni and development, administration of the Student Union Health and Dental plan, and other activities related to delivery of programs, courses, events and recreation by VIU. Note that in providing VIU with an email address you acknowledge that VIU may send confidential information about you to this address, consistent with Section 26 of the Freedom of Information and Protection of Privacy Act. VIU's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the VIU community to gain access to campus services. The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN to students. The PEN is used to measure participation of the population in the post-secondary sector and for research and evaluation. For individuals admitted to a co-admission program with VIU partner institutions, I understand that all details of my application, studies, and student conduct record will be shared openly between VIU and the partner institution. For individuals granted awards, VIU releases personal information to award donors and provincial funding agencies. In addition, VIU uses the name of the award winners and/or photo images, municipality of residence, VIU program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing VIU students, graduates, and their achievements. Students names and contact information will also be shared with the VIU Students' Union. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. For questions about your personal information use, you may contact VIU's Director, Freedom of Information and Protection of Privacy at 900 Fifth Street, Nanaimo, BC, V9R 5S5, or telephone 250-740-6564.

APPLICANT STATEMENT
 I certify that all statements on the application are true and complete. I understand that misrepresentation of this information in any material way may result in cancellation of my admission or registration status. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting Vancouver Island University Program or Course prerequisites and space availability. I agree to abide by the rules and regulations of Vancouver Island University as published in the online official Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the University.

Signature: _____ **Date:** _____



Vancouver Island University Dual Credit Program
Authorization to Release & Exchange Student Information

The British Columbia *Freedom of Information and Protection and Privacy Act* provides that Vancouver Island University (VIU) may not release any information pertaining to student records to anyone other than the student without the student's consent. In order for VIU to communicate with your Board of Education School District, essential to earning dual credits, you must complete this form as part of your Dual Credit application package.

Student Name: _____

High School Name: _____

Designated Parent/Guardian Name(s) _____

I, _____, hereby give permission for Vancouver Island University to exchange information with the Board of Education School District 47 regarding my Dual Credit Program, including:

- Acceptance Letters
- Attendance or Lateness
- Contracts for Improvement and/or Probation
- Marks and Program progress
- Proof of payment of program fees
- Work ethic

Such authorization is to remain in effect until the Dual Credit Program is completed, **UNLESS** the signatory gives written instructions to the contrary.

Student Name

Student Signature

Date



SCHOOL DISTRICT NO 47
(POWELL RIVER)
Continuing Education



RESPONSIBILITY AGREEMENT - PROGRAMS

High School/School District & VIU Responsibilities

We will:

- * Provide tuition funding for program training at Vancouver Island University.
- * Inform you of the training requirements specific to your career area and provide you with background information on requirements for Vancouver Island University.
- * Assist you to meet all prerequisites and create an Education/Transition Plan that maps your final years of high school.
- * Help you to complete a VIU application package and submit it to VIU on your behalf.
- * Register you as a Youth Train in Trades student (for trades programs only).
- * Provide you with a student support services as needed.
- * Liaise with our parents, high school teachers, and VIU instructors regarding your progress and participation.
- * Provide post-secondary marks to your high school for graduation credits.

Student Responsibilities

As a VIU Partnership student, I agree to:

- Undergo a relevant work experience placement in my chosen program area.
- Successfully meet all prerequisites before attending VIU.
- Fully participate in completing high school academic courses.
- Purchase required textbooks, support materials, equipment and clothing.
- Contact my instructor and the VIU office immediately if I will be absent or late.
- Follow the VIU Conduct Policy.
 - > Respect that my home school Code of Conduct applies to all courses and programs
- Respect, compliance, and effort are required at all times.
- Meet program homework and study expectations (2-4 hours daily).
- Strive to achieve a passing mark of at least 70% in my program.
- Inform my VIU instructor and my school career coordinator of withdrawal from my courses as soon as possible.

Student Name (please print clearly): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (please print clearly): _____

Parent/Guardian Signature: _____

Date: _____

Career Counsellor Name: _____

High School: _____



PERSONAL PROFILE

Carpentry and
HCA applicants
pls complete.

Please include a 1-2 sentence response to each of the questions contained below - typed or hand written and include your response with your application materials. Submit to tanya.larkin@sd47.bc.ca if not part of a application package.

In your Personal Profile, please address the topics outlined below. Your profile may be handwritten but, if possible, typed or word processed is preferred (maximum three pages, one-sided, double-spaced). Your Personal Profile should show your personal interest and experience in the program you have applied to. Be specific rather than general in describing the duration and nature of these experiences. Indicate why you think these experiences are appropriate preparation for a career in this field.

1. Why do you want to take the _____ program?
2. What is your long-term career goal?
3. Do you have work experience in this career path? If so how many hours? If you have no hours of work experience, how do you know this career path is for you?
4. Are you an apprentice? If yes, how many hours have you logged? If no, do you understand the apprenticeship system?
5. Do you have experience in this trade or a related trade at your high school or in your community or done a class shadow? If yes, what have you done?
6. Do you know the expectations of the program? (Start and end dates, length of delivery days a week, hours a day, homework expectations).
7. Are you aware of what is required for this career path and will you be ready after this foundation program?
8. Are you prepared to commit to a four day a week, full time, program? And with this are you prepared to have clear means of communication with your instructor? Please identify any hurdles you might foresee.

Name of Applicant: _____ (Please PRINT your First and Last Name)

I certify that all information on the attached Personal Profile response is true and complete:

Signature of Applicant

Date

all trades program applicants pls complete.

YOUTH TRAIN IN TRADES REGISTRATION FORM

Please complete and return this form to your district career coordinator. All ***mandatory fields** must be completed.

A. STUDENT INFORMATION

*Legal First Name:	Legal Middle Name (s):	*Legal Last Name:
*Date of Birth (MM/DD/YYYY):	*Gender: <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer	Personal Education Number (PEN):
*Suite Number:	*Mailing Address:	
*City:	*Province:	*Postal Code:
*Primary Phone Number: () .	Secondary Phone Number: ()	*Email Address:
Do you agree to receiving updates via SMS to your primary phone number? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*Do you self-identify as an Indigenous person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to answer		

B. PARENT/GUARDIAN'S INFORMATION

I, _____
(print surname followed by given names of parent/guardian)

of _____
(street address) (city, town) (postal code)

Declare that:

- I am the custodial parent legal guardian of the minor named above; and,
- I authorize the school to release the information outlined in Sections A & B to SkilledTradesBC for the purpose of registering the student with SkilledTradesBC in a Youth Trade program; and to use the registration information for statistical data.
- I understand that I can only withdraw this consent by written request addressed to the school.

Student's Signature:	Date (MM/DD/YYYY)
Parent/Guardian's Signature:	Date (MM/DD/YYYY)
SD/Independent Board Authority Contact's Signature	Date (MM/DD/YYYY)

C. PROGRAM INFORMATION (TO BE COMPLETED BY SCHOOL DISTRICT OR INDEPENDENT BOARD AUTHORITY)

Program Type (Select one): <input type="checkbox"/> Level 1 <input type="checkbox"/> Foundation	TRAIN Intake (MM/YYYY):	Program Start Date (MM/DD/YYYY):	Program End Date (MM/DD/YYYY):
*Trade Name:			



Grade 11/12

Student Learning/Transition Plan

Updated May 2023

**Please complete entire form
for Grade 11**

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				
				Total	

GRADE 11 REQUIREMENTS			
English 11	4	Elective	
Socials 11	4	Elective	
Math 11	4	Elective	
Science 11	4	Elective	
Careers 11	2		Total

GRADE 12 REQUIREMENTS			
English	4	Elective	
Careers 12	2	Elective	
Career Exploration/Capstone	2	Elective	
Elective		Elective	
Elective			Total

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

**Please complete entire form
for Grade 12**

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				
				Total	

GRADE 11 REQUIREMENTS			
English 11	4	Elective	
Socials 11	4	Elective	
Math 11	4	Elective	
Science 11	4	Elective	
Careers 11	2		Total

GRADE 12 REQUIREMENTS			
English	4	Elective	
Careers 12	2	Elective	
Career Exploration/Capstone	2	Elective	
Elective		Elective	
Elective			Total

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)



900 Fifth Street,
Nanaimo, BC
V9R 5S5

VANCOUVER ISLAND UNIVERSITY SPONSOR APPLICATION

DATE: _____

A SPONSOR DETAILS	PLEASE PRINT	School District 47 - Powell River		
	SPONSOR NAME:	_____		
	CONTACT NAME:	Tanya Larkin		
	ADDRESS:	4351 Ontario Ave		
	CITY:	Powell River BC	POSTAL CODE:	V8A 1V3
	AUTHORIZED SIGNATURE	Vice Principal & Career Coordinator NAME & TITLE (please print)		

B STUDENT DETAILS	PLEASE PRINT	STUDENT SURNAME: _____		
	GIVEN NAME:	_____		
	FULL ADDRESS:	_____	PHONE#	_____
	CITY:	_____	POSTAL CODE:	_____
	STUDENT NUMBER	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	or BIRTH DATE:	MM DD YYYY
	CLAIM/P.O./AUTHORIZATION# (if applicable):	_____		

C DURATION OF SPON- SORSHIP & TUITION COVERAGE	START DATE:	_____	<input type="checkbox"/> LIMITED AMOUNT (please specify) _____
	END DATE:	_____	<input checked="" type="checkbox"/> FULL TUITION, STUDENT & ACTIVITY FEES
	PROGRAM:	_____	<input checked="" type="checkbox"/> STUDENT & ACTIVITY FEES
			<input checked="" type="checkbox"/> APPLICATION PROCESSING FEE
	COURSES:	_____	<input type="checkbox"/> GRAD FEE
		<input type="checkbox"/> OTHER (please specify) _____	

D BOOKSTORE	<input type="checkbox"/> SUPPLIES ONLY:	\$ _____	<input type="checkbox"/> OTHER - please list item(s) (ie, software)
	<input type="checkbox"/> BOOKS ONLY:	\$ _____	_____
	<input type="checkbox"/> BOOKS & SUPPLIES:	\$ _____	_____
	<input type="checkbox"/> BACKPACK	\$ _____	_____

E STUDENT RELEASE	<input checked="" type="checkbox"/> Progress Report <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Transcripts
	Student Consent to release information to sponsor: Student Signature: _____

Please return completed form directly to the Accounts Receivable Department via email at acctsrec@viu.ca.

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 [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 <ul style="list-style-type: none">You are now enrolled in a secondary school, orHave completed a course within the last six months	 Former student <ul style="list-style-type: none">More than six months have passed since you completed a secondary school course	 Returning user <ul style="list-style-type: none">You are familiar with the StudentTranscripts Service (STS) and have used it before
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 St

 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
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- 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.

Do not show me BCeID account activity when I log in

Continue

Your BCeID account

Go to 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](#)

System Notice(s)

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

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)(t) 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 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)

 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:

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

[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:

Cancel Request

[← Previous Step](#) [→ Go to Next Step](#)

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.

[Add Order to Cart](#)

[← Previous Step](#)

You should see a confirmation page – you are done.

