

Dual Credit Career and Technical Programs Powell River School District #47 4351 Ontario Avenue Powell River, BC V8A 1V3

Student PEN Number (9 digits) _____

Dual Credit & Technical Programs - Application Form

Today's Date:	Birth Date:		rent de: (as of today's date)	
S.I.N. Number:	Full N	ame:		
Address:				
City:	Province	Po	ostal Code:	_
Phone:	Alterna	te Phone (ce	ell phone):	
Email Address:			1	
Current High School:				
Current High School Progr	ram:			
	Regular Grad	uation		
	School Leavi	ng Certificate		
	Adult Dogwo	od Grad		
Are you Cross Enrolled?	Yes No			
Courses or Program App	olying For (please	select below	v):	
Auto Service Tech		· V	Velding (separate Application)	
Carpentry		□ E	EACSW	
Culinary Art (Cooks T	raining)		ECEC	
Home Care Assistant	e		•	
Other				

FOR OFFICE USE ONLY:

Interviewed

Accepted



Dual Credit Career and Technical Programs Powell River School District #47 4351 Ontario Avenue Powell River, BC V8A 1V3

Please check the most appropriate answer to the following questions:

1. Have you discu	ussed this with	your parents or guardi	an?	
`	Yes	No	,	
2. Are you curren	tly taking cour	ses that relate to the pr	ogram you indicated you are i	nterested in?
,	Yes	No		
3. Have you discu	ussed this with	a counselor from the s	chool you are currently attend	ing?
`	Yes	No		Į v
4. Do you current interested in		b that is directly related	to the program you indicated	you are
	Yes	No		
If yes to Question	ı 2, please list	the courses:		
If yes to Question	14, where do	you work?		
¥.		References	3	
giving their permiss	sion to the Scho	application form and providual of the pr	ling the information below, the ap r) Career Technical Programs sta to the programs and services pro	ff in order that
Technical Program motivation, and bel	s. Inquiries may navior. Accepta	well include, but are not a ance to the Career Techni	lated to acceptance to the Dual C restricted to grades, attendance, a cal Programs is NOT <i>necessarily</i> this information may be used to c	attitude, contingent on
Please List the F	Following:			
Teacher:			Phone Number:	
Counselor:			Phone Number:	
Personal:	(Employer / Vo	olunteer)	Phone Number:	
Parent or Guardia	an <u> </u>			6.

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)	3
	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)	

AUTO	Driver's License 🛩	LORNO	ut time of	program Sta	ert.
BAKE	Food Safe	Interview with Chair (VIU will arrange)	Personal Profile	O .	4
CACP	Food Safe				
CPTY	Personal Profile 🛩	in this pad	cage. Pls com	plete.	
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	must submit with this application
ELEC	Eng 11 - 'C' PreC 11 or Fom 11 - 'C'	Driver's License		5	opplication
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		Ŧ			
OADM	English 12 "C"	Math 10 "C"			
RACM	Personal Profile				
WELD			×		

AUTO – Automotive Service Technician BAKE – Professional Baking and Pastry Arts CACP – Culinary Arts CPTY - Carpentry DENA – Dental Assistant

DEING - Detital 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

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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



APPLICATION FOR ADMISSION

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.



APPLICATION FOR ADMISSION

Please complete all sections of this application.

OFFICE U	SE ONLY	A . 4	
CPC			
DATE			

Personal Information			医水洗线 医表生 化二十二
VIU Student Number (for returning Students)	Personal Education Nur (BC & Yukon High School Stu		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	ı		City
Province	Postal C	Code	Country
Telephone (Primary) () (ne (Other)	Email .	
Date of Birth Social Instrumental year month day	urance Number (optional)	☐ Non-Binary Gender ☐	ender: □ Female Gender □ Male Gender I Prefer not to answer you are: □ Cisgender □ Transgender □ Prefer not to answer
Citizenship Canadian Permanent Resident (documentation required) C Refugee (documentation required) Country of Ci			
Emergency Contact			THE RESIDENCE OF THE PARTY OF T
Name	Telephone (E	mail
To Help Us Serve You, Please Answer These Op	ptional Questions		美国的特别的
	n of Canada, that is, First Nat	ions, Metis, or Inuit? 🛚	Yes □ No □ I prefer not to answer this question (Status, Non-Status, Treaty, Non-Treaty) □ Metis? □ Inuit?
We offer the Youth Aged out of Care Tuition Waiv by the British Columbia Child, Family, and Commo Have you lived as a Youth in Care in British Colu	unity Services Act. For more i	nformation contact the F	
We would like to know if you are a "First General None of my parents attended university or column One of my parents attended university or column Column None of my parents attended university or column None of my parents attended u	ollege 🔲 Two of my p	arents attended univers to answer this question	ity or college

Program Choice					
Which program are you applying to?				Are you applyin on a Letter of Po	
☐ Nanaimo ☐ Powell River ☐ Cowichan		Please indicate when you would prefer to begin your classes: Month Year			
Applicants to the Bachelors of Arts, Business Admir planning purposes only and does not guarantee accellintended Major I have not decided on a Major	ess to any major.	grams, please s	pecify your inter	n ded major. The informa	ation collected is for
Educational History Official transcripts must be	pe submitted from all institut	ions – faxed, sca	anned or photoco	pied documents are not	accepted.
Last High School Attended	Location	School District	Presently Attending?	Date Last Attended (year I month)	Did You Graduate?
	-		☐ Yes ☐ No		□ Yes □ No
Post-secondary Institutions Attended	Location	From (year I month)	To (year I 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 Dential plan, and other activities related to delivery of programs, courses, events and recreation by VIU. Note that it 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 id tealis 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 or 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					
Signature:			Date	2:	



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)	
l,, hereby give perm exchange information with the Board of Education School District Program, including:	ission for Vancouver Island University to 47 regarding my Dual Credit
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 Prog	gram 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
- Assist you to meetall 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 Responsibilites

tudent Responsibilites	
s 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 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	l courses and programs
Student Name (please print clearly):	Date: -
. Parent/Guardian Name (please print clearly):	Date:
Parent/Guardian Signature:	
Career Counsellor Name:	
High School:	





PERSONAL PROFILE

Carpentry and HCA applicants pls camplite.

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 theprogram?							
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.							
lame	of Applicant:(Please PRINT your First and Last Name)							
certi	fy that all information on the attached Personal Profile response is true and complete:							
Signat	cure of Applicant Date							

all trades program applicants pts complete.

SKILLEDTRADESBC

SkilledTradesBC Customer Service 800 - 8100 Granville Ave. Richmond, BC V6Y 3T6 Tel: 778-328-8700

Toll Free: 1-866-660-6011

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 INFORMATIO	N			*	
*Legal First Name:	Legal Middle Name	(s):	*Legal Last I	Vame:	
*Date of Birth (MM/DD/YYYY):	*Gender: ☐ Man ☐ Non-Binary ☐	☐ Woman ☐ Prefer not to answer	Personal Education Number (PEN):		
*Suite Number:	*Mailing Address	H.			
*City:	*Province:		*Postal Code	e:	
*Primary Phone Number:	Secondary Phone N	umber:	*Email Addı	ress:	
Do you agree to receiving updates via	SMS to your primary ph	one number?	No		
*Do you self-identify as an Indigenou ☐ Yes ☐ No ☐ Prefer not to answer	s person?				
B. PARENT/GUARDIAN'S	INFORMATION				
Ι,					
1	(print surname followed by give				
of .	(print our name to no new of give	in manico or paroni, galactian,			
(street address)	(city, tow	/n)	(postal code)		
Declare that:					
1. I am the ☐ custodial parent ☐ legal gu	ardian of the minor named a	bove; and,			
2. I authorize the school to release the inf SkilledTradesBC in a Youth Trade program	ormation outlined in Section m; and to use the registration	s A & B to SkilledTrades information for statisti	BC for the purpocal data.	ose of registering the student with	
3. I understand that I can only withdraw t	his consent by written reques	st addressed to the scho	ool.		
Student's Signature:			Date (MM/D	D/YYYY)	
Parent/Guardian's Signature:	,		Date (MM/D		
SD/Independent Board Authority Contac	t's Signature		Date (MM/D	DD/YYYY)	
C. PROGRAM INFORMATION BOARD AUTHORITY)	ON (TO BE COMPL	ETED BY SCHO	OOL DISTR	ICT OR INDEPENDENT	
	TRAIN Intake (MM/YYYY):	Program Start Date (M	IM/DD/YYYY):	Program End Date (MM/DD/YYYY):	
*Trade Name:	L			1	



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/YYY)	Year of Grad:
Please indicate if you have an I.E.P on file:	□ YES □ NO
Cell:	Email:
Occupation you are targeting:	1
Telui	2
THE LIMIT HERET OF THE LAST	
Post-Secondary Program you are taking courses in	(direct link to required courses for program):
Is this a: Certificate Diploma	the state of the s
Post-Secondary School Name and Address:	487 OVE
	A 181
High School Courses related to and required to en	
Related courses to take Program of interest	Required courses needed to enter Program
The same description in the	
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	V at a second

Student Transcript is attached

K A STATE OF THE S		GRADE 10	REQUIREME	ENTS		
	Credits	Seme	ester 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				* * *	y.
PE 10 .	4	No.	9.		,	
CLE 10	2				Total	
		GRADE 11	REQUIREME	NTS		
English 11		4	Elective			
Socials 11		4	Elective			
Math 11	,	4	Elective			
Science 11		4	Elective			
Careers 11		2			Total	
第1315年 李素		GRADE 12	REQUIREME	ENTS	是一种"有"的"一"。	
English		4	Elective		it.	
Careers 12		2	Elective			
Career Exploration/Capstone	2	Elective		ÿ		
Elective			Elective			
Elective					Total	

TOTAL SCHOOL CREDITS:

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School and PSI Course Codes											
School	NIC/VIU Course	Course		School	· NIC/VIU Course Code	Course					
Codes	Code	Start		Codes		Start Date					
	×	Date									
PN/L12A				PN/L12E		-					
PN/L12B				PN/L12F	4 4						
PN/L12C				PN/L12G							
PN/L12D				PN/L12H	,						

		Total Dual Credit Credits:	
		Total Credit for Graduation:	к
Student Signature:		·	
	÷		
SD #47 Counsellor/ District Sign	ature:		_
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/YYY)	Year of Grad:
Please indicate if you have an I.E.P on file:	□ YES □ NO
Cell: Occupation you are targeting: Post-Secondary Program you are taking courses	Email: 1 2 in (direct link to required courses for program):
Is this a: Certificate Diploma	
Post-Secondary School Name and Address:	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
High School Courses related to and required to	
Related courses to take Program of Interest	Required courses needed to enter Program
Co. 7	
	10 April 10

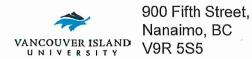
Student Transcript is attached

元型影響等於其底影		GRADE 10	REQUIREME	ENTS		
	Credits	Semes	ster 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	REQUIREME	NTS		
English 11		4 .	Elective		,	
Socials 11		4.	Elective			
Math 11		4 .	Elective			
Science 11		4	Elective			
Careers 11		2			Total	
		GRADE 12	REQUIREME	ENTS	中国的"经验"的	
English	'	. 4	Elective			
Careers 12		2 .	Elective	2		
Career Exploration/Capstone		2	Elective			
Elective		dis.	Elective		,	
Elective					Total	

TOTAL SCHOOL CREDITS:

		South.										
	School and PSI Course Codes											
School	NIC/VIU Course	Course		School	NIC/VIU Course Code	Course						
Codes	Code	Start	,	Codes		Start Date						
		Date										
PN/L12A				PN/L12E	•							
PN/L12B	,			PN/L12F								
PN/L12C				PN/L12G								
PN/L12D				PN/L12H								

			,			
				Total Dual Credit Cred	its:	
	*			Total Credit for Graduati	on:	
Student Signature: _	<u> </u>					
			*		į	
SD #47 Counsellor/ Di	strict Signatur	e:				
Date:		<u>·</u> (DD/MMM/YYYY	(); ·			
		•				



VANCOUVER ISLAND UNIVERSITY SPONSOR APPLICATION

DATE	=.							
Α	PLEASE PRINT SPONSOR NAME:	School District 47						
က္ခ	CONTACT NAME:	Tanya Larkin						
SPONSOR DETAILS	ADDRESS:	4351 Ontario Ave						
SOR	CITY: Powell River	ВС	POSTAL CODE: V8A 1V3					
SPOI	A Kinner Market & Transport & Market Tark and Addition		Vice Principal & Career Coordinator					
	AUTHORIZED SIGN	NATURE	NAME & TITLE (please print)					
В	PLEASE PRINT STUDENT SURNAM	F·						
ω								
IAI			PHONE#					
ID	CITY:		POSTALCODE:					
STUDENT DETAILS	STUDENT NUMBER	-	or BIRTH DATE:					
STI			MM DD 1111					
Щ	OLAIMIT.O./AOTTIOI	(12/11/014# (II applicable).						
С								
_	START DATE:	Entroders & 47 to 66 and control to authorises to anything in the property of a following the control to the co	☐ LIMITED AMOUNT (please specify)					
	END DATE:	k y prik kinn nika kilan kilan atawa kata kunin kilan kilan menangan meninta melasi disebuah sebagai menangan	FULL TUITION, STUDENT & ACTIVITY FEES					
SPOTIU	អ្ន PROGRAM:		STUDENT & ACTIVITY FEES					
ON OF TP & TI	DOVERAGE :		■ APPLICATION PROCESSING FEE					
DURATION OF SPON- SORSHIP & TUITION	8		☐ GRAD FEE					
"	COURSES:		OTHER (please specify)					
D	SUPPLIES ONLY	 √: \$	☐ OTHER - please list item(s) (ie, software)					
쀭	□ BOOKS ONLY:	· Account to the Party	, and between the later of the control of the contr					
OOKSTORE	□ BOOKS & SUPP							
800	□ BACKPACK	\$						
	BACKFACK	P transitional transition and transi	-rept-rept-rept-rept-rept-rept-rept-rept					
E								
E	■ Progress Report	Attendance	■ Transcripts					
STUDENT	Student Consent to	release information to sp	oonsor: Student Signature:					

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

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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

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

Order transcripts or certificates as a







Former student

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

Returning user

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

YOUR PEN IS:

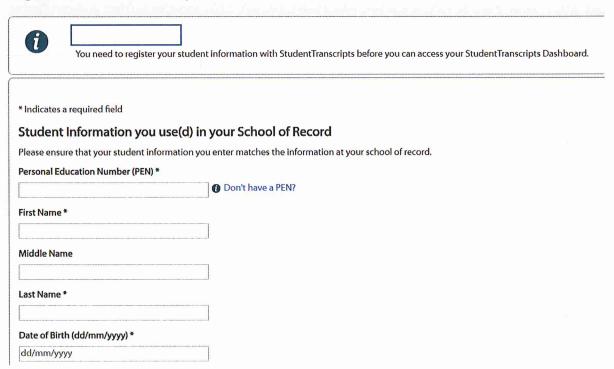
Scroll down to the bottom of the page and select:



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



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.

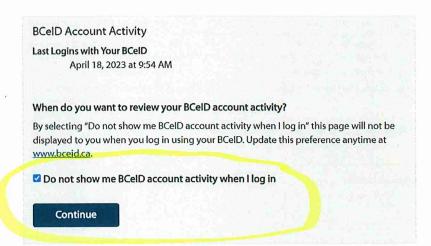
Step 3: Once you have confirmed your login details again you are ready to order transcripts.



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, <u>contact BCeID</u>.



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 BCelD 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** Marks & Scholarships Send/Order Your Transcript View Your Transcript - Last Updated April 03, 2023 Your transcript has your graduation status Order Your Graduation Certificate - Only available if you have graduated. Graduation Assessment/Provincial Examinations Results - Last Updated April Contact your school if you have questions about your graduation status. 18, 2023 · View Your Post-Secondary Institution Choices · View Your Scholarships - No scholarships to report **Account Information** View Your Profile • Update Your Contact Information View Your Order Activity 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)(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)

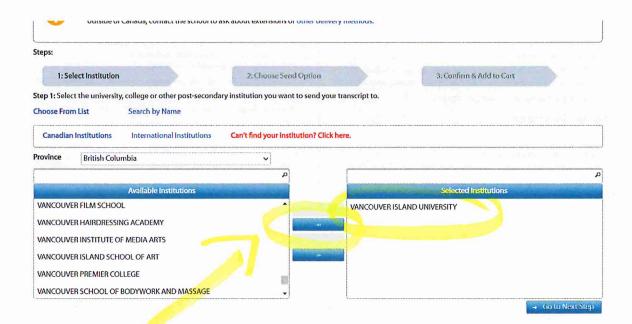
Send Transcript

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

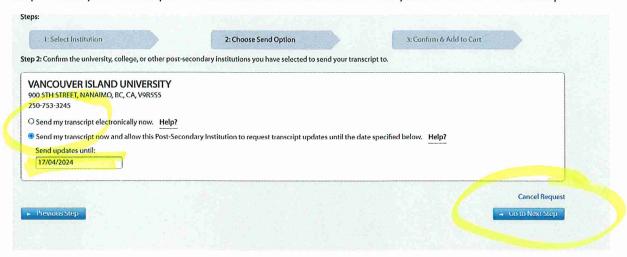
- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

< Back to My Dashboard

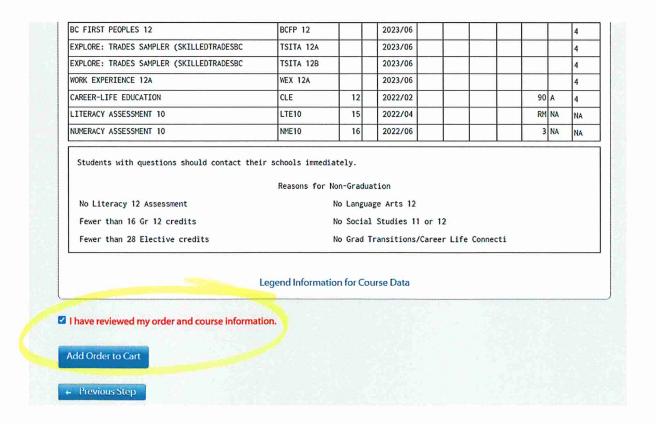
Step 7: Find Vancouver Island University and click it from the left box over to the right box, then "Go To Next Step" (in lower right corner)



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



You should see a confirmation page – you are done.