



## Dual Credit Academics - 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 (Please check one)

- Regular Graduation
- School Leaving Certificate
- Adult Dogwood Grad

Are you Cross Enrolled (attend more than one high school)?  Yes  No

Courses or Program Applying For (please select below):

- Indigenous Studies 100
- Global Studies 100
- English 115
- English 125
- English 115 + Eng 12 @ Brooks
- Psychology 121
- Psychology 122
- ECEa + CLC @ Brooks
- Other:



**Please circle 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.



Vancouver Island University

### Special Admission/ Dual-Credit Course Selection Form

Student Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Indicate your choices

\*You may take up to two courses per semester, to a maximum of four.

Fall Semester			Spring Semester		
Choice:	Course Code	Course Section	Choice:	Course Code	Course Section
Example	ANTH 111	F24N01	Example	PSYC 111	S25N01
1			1		
2			2		

Student Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_  
Signature of School Principal or Counsellor: \_\_\_\_\_  
Secondary School: \_\_\_\_\_ Date: \_\_\_\_\_





# VANCOUVER ISLAND UNIVERSITY

## Application for Admission

Online application available at [viu.ca/apply](http://viu.ca/apply)

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### Registration Centres

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**Nanaimo Campus**

900 Fifth Street  
Nanaimo, BC V9R 5S5  
Tel: 250.740.6400  
Toll-free: 1.888.920.2221  
Email: [registration@viu.ca](mailto:registration@viu.ca)  
[viu.ca](http://viu.ca)

**Cowichan Campus**

2011 University Way  
Duncan, BC V9L 0C7  
Tel: 250.746.3500  
Email: [registration.cowichan@viu.ca](mailto:registration.cowichan@viu.ca)  
[cc.viu.ca](http://cc.viu.ca)

**tiwšemawtx<sup>™</sup> Campus**

100 - 7085 Nootka Street  
Powell River, BC V8A 3C6  
Tel: 604.485.2878  
Toll-free: 1.877.888.8890  
Email: [PRCampus@viu.ca](mailto:PRCampus@viu.ca)  
[pr.viu.ca](http://pr.viu.ca)

[viu.ca](http://viu.ca)

## APPLYING FOR ADMISSION TO VANCOUVER ISLAND UNIVERSITY

### Find a Program

Browse Vancouver Island University's website at [viu.ca](http://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.

### Complete this form

*You may find it easier and more informative to apply online – please visit [viu.ca/apply](http://viu.ca/apply).*

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

This Application for Admission can be delivered or mailed or emailed to any campus – Nanaimo, Cowichan or tiwšemawtx™

### 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	\$44.27
Graduate	\$114.83

*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 email you confirmation of receipt of your application. **Please read our emails carefully and contact us if you have any questions.**

If you are offered admission to a program, a non-refundable deposit of either \$200 (undergraduate) or \$1000 (graduate) will be required. 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 send information to the student's email address on file; however, we may also contact you by telephone or mail. If you change your email address, phone number, or mailing address, please notify us immediately.

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

Former last or Family name (if applicable)	Preferred First Name
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Mailing Address	City
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Province	Postal Code	Country
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Telephone (Primary) ( )	Telephone (Other) ( )	Email
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Date of Birth year   month   day	Social Insurance Number (optional)	<b>Please indicate your gender:</b> <input type="checkbox"/> Woman <input type="checkbox"/> Man <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?

*The BC Provincial Tuition Waiver Program (BC PTWP) waives tuition and eligible fees for B.C. students who gain BC PTWP approval as former youth in care studying at the undergraduate level at a B.C. public post-secondary institution.*

Have you lived as a Youth in Care in British Columbia?  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"/> tiwšemawtxw <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 _____

Educational History Official transcripts must be submitted from all institutions – faxed, scanned or photocopied documents are not accepted.					
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: \_\_\_\_\_



Please complete this page if  
you are applying for the  
ECEa130 course

# PERSONAL PROFILE

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](mailto: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





# 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				<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

**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					<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)





900 Fifth Street,  
Nanaimo, BC  
V9R 5S5

# VANCOUVER ISLAND UNIVERSITY SPONSOR APPLICATION

DATE: \_\_\_\_\_

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

STUDENT DETAILS	PLEASE PRINT	STUDENT SURNAME: _____		
		GIVEN NAME: _____		
		FULL ADDRESS: _____	PHONE#: _____	
		CITY: _____	POSTAL CODE: _____	
		STUDENT NUMBER: [ ][ ] - [ ][ ] - [ ][ ][ ]	or BIRTH DATE: MM DD YYYY	
		CLAIM/P.O./AUTHORIZATION# (if applicable): _____		

DURATION OF SPON- SORSHIP & TUITION COVERAGE	C	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) _____

BOOKSTORE	D	<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 \$ _____	_____

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

Please return completed form directly to the Accounts Receivable Department via email at [acctsrc@viu.ca](mailto:acctsrc@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


 <b>Current student</b> You are now enrolled in a secondary school, or • Have completed a course within the last six months	 <b>Former student</b> • More than six months have passed since you completed a secondary school course	 <b>Returning user</b> • You are familiar with the StudentTranscripts Service (STS) and have used it before
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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 Stc.

 <b>Register for a Basic BceID</b> Online ID for secure access to B.C. government services. <a href="#">Register</a>	<b>StudentTranscripts</b> <b>Log in to StudentTranscripts Services (STS) with BceID</b> Access STS with Basic BceID for exam results & transcripts/certificates <a href="#">Log in</a>
--	---

- 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](#)

#### 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

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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 \(by mail\)](#)

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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	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:  
17/04/2024

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.

