

Instructions on How to Select or Reselect Your Post-Secondary Choices

Step 1 - Select Institution:

Select the Post-Secondary Institution (PSI) you want to send your transcript to; you can select the PSI in a variety of ways;

- Choose from List: the list is defaulted to B.C., but you can change this by clicking on the Province drop down. Then you can scroll through the list and select the PSI's of your choice.
Hint: holding the Ctrl key on your keyboard will allow you to select multiple PSI's at one time.
- Search by Name: click the 'Search by Name' link and enter the PSI name in the search tool to search the entire list of PSI's.
Hint: use the full name of the PSI in order to filter the list and find the correct PSI (i.e., University of British Columbia or University of Alberta).
- Filter the lists by clicking the Canadian or International institutions links
Hint: International includes the US and other countries.
- To select the PSI, click on the PSI to highlight it, then click the 'move to list' button.

Remember: holding the Ctrl key on your keyboard will allow you to select multiple PSI's at one time.

- To remove a PSI from your list, click on the PSI to highlight it, then click the 'remove from list' button.
- When you have selected all the PSI's you want to send your transcript to click the 'Go to Next Step' button.

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Send Copy of Transcript to University, College or Other Post-Secondary Institution

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

Province: British Columbia

Available Institutions

- BC INSTITUTE OF TECHNOLOGY
- BLANCHE MACDONALD CAREER COLL (VANCOUVER)
- BODY GLAMOUR INSTITUTE OF BEAUTY
- BOUCHER INSTITUTE OF NATUROPATHIC MED
- BRIGHTON COLLEGE
- CAMOSUN COLLEGE**
- CANADA POST COORDINATOR PACIFIC AREA
- CANADIAN COLLEGE OF PERFORMING ARTS
- CANADIAN FORCES RECRUITING CTR(VICTORIA)
- CANADIAN HEALTH CARE ACADEMY INC
- CANADIAN OUTDOOR LEADERSHIP TRAINING
- CANADIAN SCHOOL OF NATURAL NUTRITION
- CANADIAN TOURISM COLLEGE (SURREY)

move to list >

< remove to list

Selected Institutions

Go to Next Step >

Step 2 - Choose Send Option

Send electronically now and allow this Post-Secondary Institution to request updates until the date specified below: an electronic copy of your transcript with both interim and final marks will be sent immediately. Both interim and final marks will be made available to the PSI for the selected date range; the default is one year but this can be changed. Note that the PSI will be able to request updates of your transcript during the selected date range; this will be reflected in your order history.

- Make your selection and click on 'Go to Next Step' or
- Cancel Request - returns you to My Dashboard or
- Return to Previous Step - returns you to Step 1

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Choose Send Options for University, College or Other Post-Secondary Institution Selections

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.

CAMOSUN COLLEGE
3100 FOUL BAY RD, VICTORIA, BC, CA, V8P4X8

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: 04/03/2021

[< Previous Step](#) [Go to Next Step >](#) [Cancel Request](#)

Step 3 - Confirm & Add to Cart

- The system will display a preview of your course information and PSI selected; it is important for you to take the time to confirm that **both the course information and the PSI details are correct**. **Note:** If you have questions about your course information contact your school or district office, [School Information](#).
- Remove a selection by clicking the 'Remove' link in the top right-hand corner or,
- Cancel the order and return to the previous step or,
- Click the checkbox 'I have reviewed my order and course information' to enable the Add Order to Cart button

Shopping Cart

The Shopping Cart will display a summary of your order, including the:

- Recipient – who your transcript is going to
- Order Item – transcript
- Request – how the transcript will be sent, print or electronic
- Quantity – how many transcripts you ordered (max 25 per order)
- Date – when you ordered the transcript
- Remove – removes a single order from the list before submitting payment

Cost Summary

- Order Item Type – transcript
- Quantity – the number of transcripts you ordered
- Cost - the total amount of your order **Note:** the order total may be zero if you have not surpassed your 25 free transcripts
- Click Cancel to return to My Dashboard or
- Submit Order (if zero dollars) or
- Choose your payment option:
 - Pay Credit/Debit Card – enter credit/debit card information, payment is processed immediately
 - Pay by Cheque or Money Order – orders are processed when your cheque is received and clears the bank (approximately 10 days)

Important Note: if you enter an invalid credit card or cancel the order you will need to re-enter the order

- [See Delivery and Fees](#) for a complete breakdown of costs