



# Transcript Request Information

## Post-Secondary Institutions and Scholarships



- I have completed my Post-Secondary Institution Selections through my [BCeID](#) account in my [STS account](#). Here is a [how to video](#).
- Send email to Ms. Janda ([kjanda@wvschools.ca](mailto:kjanda@wvschools.ca)) requesting your transcript using format below.
- I have referred to the Canadian University legend (opposite page) when selecting the method of reporting.

### Transcript Request Email Template

TO: [kjanda@wvschools.ca](mailto:kjanda@wvschools.ca)  
SUBJECT: Transcript Request

Dear Ms. Janda,

Here is the information for my transcript request:

1. **My full Legal Name:**
2. **College/University/Scholarship Name:**
3. **My College/University ID Number:**  
*Please list ALL the Universities you need Transcripts for*
4. **Which type of transcript will you need (Electronic Submission from the school/ A digital PDF copy emailed to me/ a hard copy sent from the school):**

Sincerely,

YOURNAME

## Canadian Universities

**ES** – Electronic Submission from the school

**SU** – Students Upload transcript (request a transcript to your email)

**HC** – Hard Copy sent from the school

**SR** - Self Report Grades (no need to request transcript)

Name of Institution	Method of Reporting
Acadia University	SR & SU
Alberta University of the Arts	ES
BCIT	SU
Bishop's University	SU
Brock University	SU
Cape Breton University	ES
Capilano University	SU
Carleton University	SU
Concordia University	SU
Dalhousie University	SR & ES
Emily Carr University	HC
Fairleigh Dickinson University	SU
Kwantlen Polytechnic University	SR
MacEwan University	SR
Memorial University	SR
McGill University	SR
McMaster University	ES
Mount Allison University	SR & SU
Mount Royal University	SR
Mount Saint Vincent University	HC
Nipissing University	ES
NSCAD University	ES
Ontario College of Art & Design	ES
Ontario Tech University	ES
Queen's University	ES
Quest University	SU
Royal Military College	SU
Ryerson University	SU
Saint Francis Xavier University	ES

Name of Institution	Method of Reporting
Saint Mary's University	ES
Saint Thomas University	ES
SFU	SR
Thompson Rivers University	ES
Trent University	SU
Trinity Western University	ES
University of Alberta	SR
University of BC	SR
University of Calgary	SU
University of Fraser Valley	SR
University of Guelph	SU & ES
University of Guelph Humber	ES
University of King's College - Halifax	SR
University of Lethbridge	ES
University of Manitoba	SR
University of New Brunswick	ES
University of Northern BC	SR
University of Ottawa	SU
University of PEI	SU & ES
University of Regina	ES
University of Saskatchewan	SU
University of Toronto	SU
University of Victoria	SR
University of Waterloo	SU & ES
Vancouver Island University	SU
Western University (& affiliate colleges)	SR
Wilfrid Laurier University	SU
York University	SU

## International:

**US and abroad.** Please research the Post-Secondary Institute you are applying to and let Ms. Janda know whether they accept email direct from our school or if a mailed certified copy is required.