



Ministry of Education

Graduation Certification and
e-Innovations Branch

SECONDARY SCHOOL TRANSCRIPT AND CERTIFICATE REQUEST FORM

Telephone: 250-356-2432

FAX: 250-356-0171 only if paying by VISA or Mastercard

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING THIS FORM.

We **DO NOT** have your record if

- You completed Grade 12 between 1974 and 1985 inclusive; or
- You did not attend Grade 12 or write Provincial Exams; or
- You attended Grade 12 prior to 1974 and were not registered in the University or Academic-Technical Program (We do not have records for programs such as Trades or General); or
- You completed secondary school outside of British Columbia or Yukon Territory.

The above records are available from your School or School District Office

We **DO** have your record if

- You attended Grade 12 and/or wrote Provincial Exams from 1986 to the present; or
- You attended Grade 12 prior to 1974 in the University or Academic-Technical Program (transcripts only).

PRESENT NAME		
first	middle	last
FORMER NAME (if applicable)		
PHONE NUMBER	()	BIRTH DATE (yy/mm/dd)
PRESENT ADDRESS		
CITY/PROVINCE		POSTAL CODE
LAST HIGH SCHOOL	GRADE	YEAR
PERSONAL EDUCATION NUMBER (if known)		

FEE		No. of copies
Regular Service - First Copy of Transcript	\$10.00	
RUSH Service - First Copy of Transcript	\$25.00*	
Additional copies of Transcripts (if ordered at the same time)	\$5.00 per copy	
Copy of Graduation Certificate (regular service only)	\$10.00 each	
* RUSH transcripts sent to more than one address will cost \$25.00 each		\$_____ total amt paid
If paying by cheque or money order, make it payable to <u>MINISTER OF FINANCE</u>		
VISA or	<input type="checkbox"/>	
Mastercard	<input type="checkbox"/>	
Card Number	Expiry Date	Signature of Cardholder

Send transcripts to:

We don't fax or email transcripts

STUDENT SIGNATURE

Mandatory pursuant to Section 33 (c) Freedom of Information and Protection of Privacy Act

Mailing Address

MINISTRY OF EDUCATION - TRANSCRIPTS
PO BOX 9886 STN PROV GOVT
VICTORIA BC V8W 9T6

Courier Address

MINISTRY OF EDUCATION - TRANSCRIPTS
620 SUPERIOR ST
VICTORIA BC V8V 1V2