The only students who should submit this form are in Grade 12 for the 2016/17 school year, expecting to graduate this school year, and applying to a PSI for September 2017 admission. Returning graduates who complete additional courses in the 2016/17 school year may also complete the PSI Selections Form.

Students may make their PSI Selections at any time until July 15th this school year.

The following 2 points address the submission deadlines associated with this form:

• **Interim** transcript information will be forwarded to BC Electronic PSIs and the Ontario University Application Centre (OUAC) in early-May if students submit these Section 1 selections by May 1. Note: Students who select University of Alberta (U of A) in Section 3 will also have their interim transcript provided to this PSI.

• **Final** transcript information will be forwarded by July 30 to all PSIs selected from Sections 1, 2 and 3. Students must complete the PSI Selections Form by July 15.

• If students select BC Electronic PSIs and/or OUAC by May 1, their transcript information will also be forwarded automatically in late July.

• Section 1 of the PSI Selections Form allows students to select one or both of BC Electronic PSIs and the OUAC. In addition to this, students may make a **maximum of 6** more selections from Sections 2 and 3. There is no fee for these selections.

• If a specific PSI is not listed in Sections 1, 2 or 3, please send an email with the name and address of the PSI you wish to be added to: Student.Certification@gov.bc.ca

• **Note:** Students should not select PSIs from Sections 2 and 3 unless they are actually applying to these institutions. Students may make additional selections at any time before the July 15 deadline.

• Students are not able to delete their selections once they have been submitted. Therefore, it is important that students choose carefully. Students who use all their selections and then change their minds will be required to complete a Transcript Request Form after July 1 and pay for transcripts to be sent to additional PSIs. www.bced.gov.bc.ca/transcript/

The information on the following pages will help you guide your students through the process.
Accessing the online PSI Selections form

Students access the online PSI Selections form from the Student Secure Web at www.bced.gov.bc.ca/exams/tsw/tsw/student/. Schools do not have access to this site. This is a personal document that requires students to provide authorization for the ministry to release their information to outside institutions.

- Students who do not yet have a SSW account will need to create one at the SSW website prior to gaining access to the PSI Selections form. Students must enter their First Name, Last Name and Date of Birth exactly as it is currently recorded at the Ministry of Education, along with their Personal Education Number (PEN).

- If a student cannot access their account and it has been more than 1 year since they logged in, they need to recreate their account by using the “Create Account” link.

- If it has been less than 1 year since a student last logged into their account, they should use the “Forgotten your password?” link. An email will be sent with their log-in information.

- If some students can no longer access the email account they provided, please email a list of student names and their PENs to Student.Certification@gov.bc.ca. Temporary passwords will be provided.

Step 1: Students log into their account through the Student Secure Web and select the link “Post Secondary Institution Selections”
Step 2: Students should **carefully read the “Important Notes”** before clicking the “Select PSIs” link.
Step 3: Section 1 allows students to select all of the BC Electronic PSIs and/or the Ontario University Application Centre (OUAC). In addition, they may make a total of 6 more selections from Sections 2 and 3.

Once all choices have been selected, students click the “Next” button to proceed to the authorization page.
Step 4: Students must confirm and authorize the ministry to forward their information as requested.

Quick Menu

POST SECONDARY INSTITUTIONS (PSI) SELECTIONS - TSW-1021
CONFIRMATION

Electronic PSIs Selection
BC Electronic PSIs selection: Yes
OUAC Electronic PSIs selection: Yes

☑ By checking this box you give the Ministry of Education permission to release your school and exam results to the Post Secondary Institutions indicated.

Step 5: Students should print off this page as a confirmation of their selections. Alternatively, this page can also be viewed by selecting the “View PSI Selections” link on the introduction page (Step 2).

Quick Menu

Current PSI Selections

<table>
<thead>
<tr>
<th>PEN</th>
<th>Date Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PSI Code</th>
<th>Your marks will be forwarded to the following Post Secondary Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>888</td>
<td>ALL OUAC POST SECONDARY INSTITUTIONS:</td>
</tr>
<tr>
<td>999</td>
<td>BC &quot;ELECTRONIC&quot; PSI LIST:</td>
</tr>
</tbody>
</table>

In order to have final transcripts transferred at the end of July PSI Choices forms are due at the Ministry by the end of June.