

# Request for Official Transcript

p: 604.871.7000, option 6

f: 604.443.8450

e: sao@vcc.ca

www.vcc.ca

**Broadway campus**

1155 East Broadway, Vancouver, B.C. V5T 4V5

**Downtown campus**

250 West Pender St., Vancouver, B.C. V6B 1S9

Please submit to the Student Accounts Office at [sao@vcc.ca](mailto:sao@vcc.ca). **Processing can take up to 10 business days from the date form and proof of payment are received. Requests will not be processed without proof of payment.**

- Transcripts will only be released upon presentation of **photo ID** or a signed letter of authorization.
- All obligations relating to fees, library books, or borrowed equipment must be met before any transcripts will be released.
- Before requesting an official transcript, please ensure your grades are posted on [myVCC.ca](http://myVCC.ca).

## Personal information

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Student ID

.....  
Last name (family name)

.....  
First name

.....  
Name while attending VCC (if different from above)

.....  
Birthdate (DD/MM/YYYY)

.....  
Phone

.....  
Email

.....  
Calendar year of attendance (YYYY)

.....  
Name of program/course

Full-time studies  Part-time studies

Student type:  Domestic  International

.....  
Student signature

.....  
Date (DD/MM/YYYY)

## Pick-up and delivery options

## # of copies

<input type="checkbox"/> I will pick up my transcript(s) from: <input type="checkbox"/> Broadway campus <input type="checkbox"/> Downtown campus	x \$5.25 (GST incl.)
<input type="checkbox"/> I will have someone else pick up my transcript(s) (written authorization & photo ID required)	x \$5.25 (GST incl.)
<input type="checkbox"/> Mail my transcript(s) to the destination(s) below	x \$5.25 (GST incl.)
<b>Total # of copies:</b>	

.....  
Number of transcripts

(to) Name

.....  
Address

.....  
Number of transcripts

(to) Name

.....  
Address

## Payment (Requests will not be processed without proof of payment.)

Cheque enclosed  
(for mail submissions only)

Receipt Enclosed  
(Refer to back of page for instructions)

continued on next page →



# Request for Official Transcript (Continued)

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## **Proof of online payment** *(Requests will not be processed without proof of payment.)*

In order to expedite your request, we require that you submit proof of payment with your transcript request. Payment may be made in the following ways:

- 1) Online banking: Set up Vancouver Community College as a bill payment through your online banking using your VCC Student ID number as your account number. To obtain your VCC ID number, please contact [sao@vcc.ca](mailto:sao@vcc.ca) and provide your full name and date of birth.
- 2) Credit Card: Go to [www.plastiq.com](http://www.plastiq.com) to make your payment, following the same procedures as online banking.

When you have made your payment online, send a screenshot of your payment receipt as well as your filled out transcript request form to [sao@vcc.ca](mailto:sao@vcc.ca). Please note transcript requests take up to 10 business days from receiving the proof of payment to process.

## **Office use only**

Amount paid	Initials	Transaction number

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.