**Self-Report /Transcript Information**

Prepared by WGSS Counselling & Careers October 6, 2023

All students need to complete the Student Transcript Service (STS) before April 23 in order to have their **interim** transcript automatically sent to their selected institutions and organizations. In July, **final** transcripts will be issued according to the selections chosen before April 23 (including institutions outside of Canada, the NCAA Clearinghouse, and private institutions).

[Link to Student Transcript Service](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates)

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| **Institution** | **Deadlines** | **Transcript Instructions / Marks to use** |
| [BCIT](https://www.bcit.ca/admission/requirements/documents.shtml) | No Self-Report Option  Nothing should be mailed | Provide electronic transcript when you apply; provide up-dated transcript as requested by the department |
| [Capilano](https://www.capilanou.ca/advising/apply/) | No Self-Report Option | All applicants can upload their high school transcripts/report cards through EPBC and applicants from BC can release their interim/final grades through Student Transcripts Services (STS), if qualified, may receive conditional or final admission as appropriate |
| [Douglas](https://www.douglascollege.ca/study-at-douglas/apply/canadian-students/next-steps) | Deadlines:  Various  Check the Program Deadline | Some competitive entry programs will request a transcript after you have applied; all other programs use STS |
| [Emily Carr](http://www.ecuad.ca/admissions/application-info/undergraduate-applications/english-proficiency) | Application/Doc. Deadline: January 15 | Release through STS then follow directions ECU provides |
| [KPU](http://www.kpu.ca/admission/transcripts) | Applications open Oct. 1 | Students must request to have transcripts sent through STS. |
| [McGill](https://www.mcgill.ca/applying/nextsteps/documents/self-report) | Early Optional Self-Report: Jan.  6 – Feb. 1  Mandatory Self-Report: Mar. 1 – May 1 | Only submit self-reported grades once per period.  Must report failed courses and each attempt of repeated courses. Self-report marks using [Minerva](https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin) |
| [McMaster](https://future.mcmaster.ca/admission/documents/) | Early Consideration: January 15  Final Submission Deadline: April 1 | Document deadline is April 1, 2024 for supporting documentation, including English proficiency test (if applicable). Submit new grades, as soon as they are available, to your applicant portal. [McMaster Application Portal](https://applicants.mcmaster.ca/psp/prepprd/EMPLOYEE/EMPL/h/?tab=MCM_TAB_APP_SIGNIN) |
| [Queen’s](http://www.queensu.ca/admission/about-applying/documents) | Application deadline: Feb 1st 2024: | Students must request OUAC through the Student Transcripts Service (STS) and must also include their PEN number on their OUAC application. Please ensure current grades/interims and all grade 12 course registrations/enrollments appear on the BC Ministry transcript. All documents are due no later than April 30th, 2024 |
| [SFU](https://www.sfu.ca/students/admission/apply/applied/fall.html) | Self-Report: Jan. 3 – March 31  Self-Report Scholarship Deadline: January 31  Self-Report for Beedie + SEE: February 7 | Self-Report Grade 11 + available Grade 12 marks in [goSFU](https://sims.erp.sfu.ca/psc/csprd/EMPLOYEE/SA/s/WEBLIB_SFU.ISCRIPT1.FieldFormula.IScript_CASSignin?&). Students who do not self-report by the deadline will have their application cancelled.  Complete STS before March 31. |
| [TRU](https://www.tru.ca/future/admissions/undergrad/submit-transcript.html) | No Self-Report Option  Nothing should be mailed | Official transcript required when apply; up-dated transcript may be required for certain programs. |
| [TWU](https://www.twu.ca/admissions-aid/admission-requirements/canadian-high-school-students#bc) | Priority Admission Deadline: March 1  Nursing Deadline: February 28 | Official transcript at the time of application; authorize STS to release final marks [admissions@twu.ca](mailto:admissions@twu.ca).  Grades can be unofficial transcript or photo. |
| [U of Alberta](https://www.ualberta.ca/admissions/undergraduate/admission/transcripts-documents.html?) | Admission Deadline: Oct 1- March 1 | Must self-report all final Grade 11 + completed Grade 12 marks at the time of application.   U of A applicants self-report marks when applying. We will assess applicants based on final grade 11 marks, any grade 12 marks currently being taken, and grade 12 courses that plan to be completed. For instructions on how to update grades mid-cycle visit uab.ca/aftapp. |
| [UBC](https://you.ubc.ca/applying-ubc/how-to-apply/when-to-submit-documents/#canadian_high_school_students) | Deadline to select UBC in STS: January 15 | Self-report marks when apply. UBC will pick up marks after Dec. 1, then periodically as needed |
| [U of Calgary](https://www.ucalgary.ca/future-students/undergraduate/documents) | Early Admission Opens:Oct 1 | All decisions for semester-based schools are completed on final grade 11 and/or grade 12 grades. Transcripts must be requested through the BC Ministry of Education’s website with the option that allows UCalgary to request updates until Sept 1. Once submitted, we will receive the students’ transcripts electronically and will request on the students behalf in March and July https://ucalgary.ca/future-students/undergraduate/documents |
| [UFV](https://www.ufv.ca/admissions/high-school-grades-and-transcripts/) | No Self-Report Option | Transcripts should be submitted though the Ministry of Education (BCeID/Student Transcript Services for B.C. students). Self-reported grades and unofficial transcripts will not be accepted for admission. |
| [UNBC](https://www.unbc.ca/apply/undergraduate) | Self-Report Opens: October 1  Scholarship Deadline: January 15  General Programs Deadline: March 1 | Rolling admission; self-report for conditional acceptance; Accept self-declared grades. For competitive programs, grade 11 courses must be complete with final grades by application deadline |
| [U of Sask](https://admissions.usask.ca/requirements/apply.php#3Afteryouapply) | Early Admission: December 1  Admission Deadline: February 15 | Need an unofficial grade 11 transcript to help with the average calculation. In addition, final grade 12 term 1 grades and official final grade 12 grades as available. Currently enrolled classes are reported on the application form. |
| [U of T](https://future.utoronto.ca/apply/to-do-list/) | Upload Transcript: When apply  Self-Report by: Join U of T portal will outline deadline for your program  Early Consideration: December 15  Final Document Deadline: January 15 | Self-Report is mandatory. Upload transcript after you have applied through [Join U of T](https://join.utoronto.ca/)or the [Engineering Applicant Portal](https://portal.engineering.utoronto.ca/sites/portal/portal.asp). Submit additional marks through [Join U of T](https://join.utoronto.ca/) portal after each reporting period |
| [UVic](https://www.uvic.ca/future-students/undergraduate/applied/self-reporting/index.php) | Self-Report Opens: February 15  Self-Report Closes: March 15 | BC Curriculum students must order transcripts through StudentTranscripts Service (STS) at the Ministry of Education website immediately upon submission of application. Choose the default option that allows updates for one year. |
| [VIU](https://www.viu.ca/programs/application-steps) | Most programs: March 31  B.Sc. in Nursing + B. Ed.: January 31 | Provide electronic transcript at the time of application or as requested by specific departments |
| [Waterloo](https://uwaterloo.ca/future-students/admissions/sending-your-grades) | Admission Deadline: February 1  Transcripts: February 17 | Waterloo now provides BC students will a self-reported grade form. This form will be available to students after they apply on their Quest account. They will be able to update course grades periodically throughout the Winter. Final transcript STS |
| [Western](https://welcome.uwo.ca/next-steps/apply/submitting-grades.html) | Offers Begin: December 1  Deadline: march 1 2024 (earlier for scholarships and early admission) | Applicants need to self-report their grades. A link will be provided in the “To Do List" of their Student Center. The To Do List item will have a status which remains for the duration of the admission cycle: • Missing: You need to submit the self-reported grades form. • Pending: You have submitted your form and we are in the process of reviewing it. You can still update your form if you receive new grades. • Received: We checked your form and it's what we needed. The submission of official final transcripts sent by the BC Ministry of Education are required for final grades. Students should include their BC PEN on the OUAC application to facilitate the submission of final transcripts. |