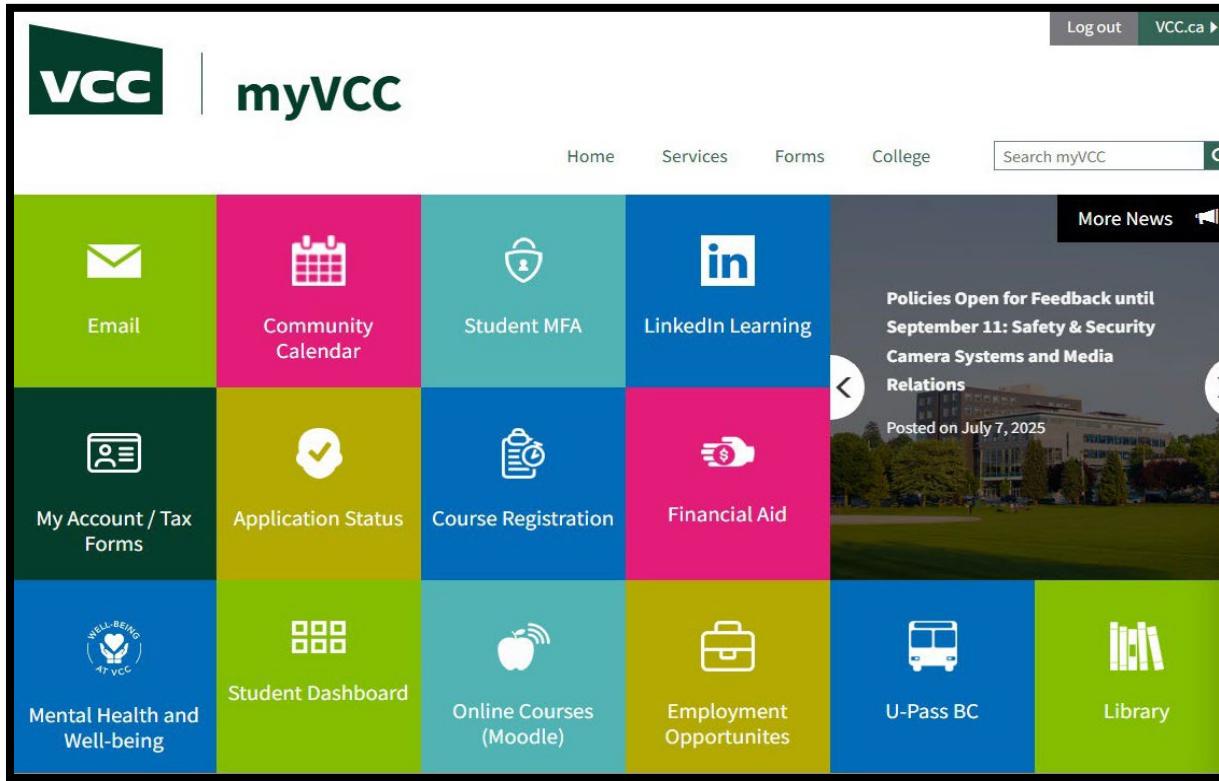
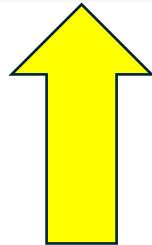


HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE



The screenshot shows the myVCC homepage with a grid of 12 service icons. The icons are arranged in three rows of four. The first row includes Email, Community Calendar, Student MFA, and LinkedIn Learning. The second row includes My Account / Tax Forms, Application Status, Course Registration, and Financial Aid. The third row includes Mental Health and Well-being, Student Dashboard, Online Courses (Moodle), Employment Opportunities, U-Pass BC, and Library. A yellow arrow points upwards from the bottom of the page towards the Student Dashboard icon.

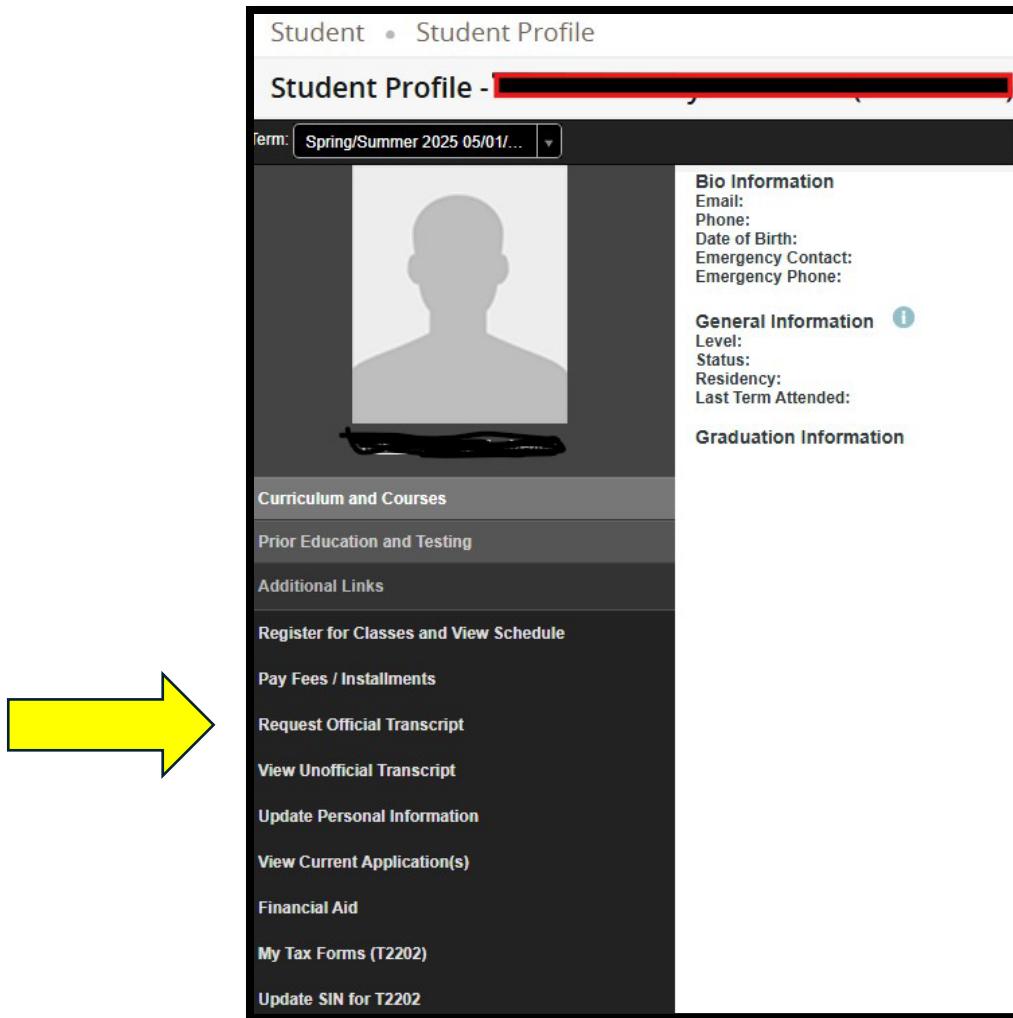
Email	Community Calendar	Student MFA	LinkedIn Learning
My Account / Tax Forms	Application Status	Course Registration	Financial Aid
Mental Health and Well-being	Student Dashboard	Online Courses (Moodle)	Employment Opportunities



Login to myVCC.ca and select the “Student Dashboard” menu option.

HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

When you are in the “Student Profile”, click “Request Official Transcript” from the services menu.



Transcripts requested through myVCC will be processed within 10 business days once proof of payment has been received.



HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

Please enter the full mailing address for the intended recipient including the postal code.

If you are sending the transcript to a specific individual, please include an additional line entry to include the recipient's name (e.g., "c/o: Person's Name").

Note: Online transcript requests take up to 48 hours before we receive them.

VANCOUVER COMMUNITY COLLEGE

Student • Request Printed Transcript

Request Official Transcript

For transcript requests needed within 48 hours, please order in person. Online requests may take longer to process.

IMPORTANT INFORMATION: 1 - Do not order your transcript to be sent to VCC, it will not be printed or sent to any of our departments. 2 - Please choose to send your transcript to another institution, to yourself, or another individual (enter name only below, address will be entered once you press continue) 3 - If you have any questions after your order is complete, please wait 24 hours before contacting us.

Enter college code to mail to another post-secondary (DO NOT CHOOSE VCC)

OR [LOOK UP COLLEGE CODE FOR POST-SECONDARY INSTITUTIONS](#)

OR Mail to yourself (choose address)

None

This section should not be used for official transcript requests. If you need your transcript sent to a VCC department, please print your unofficial transcript or contact us.

None

OR Type any other name below (enter address on next page)

Continue

The destination address information you selected for your transcript will populate.

Enter number of copies and your preferred delivery method.

HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

VANCOUVER COMMUNITY COLLEGE

Student • Request Printed Transcript

Official

1. Address

College Name
BC Institute of Technology

Street Line 1
Office of the Registrar

Street Line 2
3700 Willingdon Ave

Street Line 3

City
Burnaby

State or Province
British Columbia

Zip or Postal Code
V5G 3H2

Nation
Canada

2. Phone Number

Area Code
Number

Extension

International Access Number

Back Continue

VANCOUVER COMMUNITY COLLEGE

Kathleen Andre

Student • Request Printed Transcript

Request Official Transcript

Transcript Options

Number of Copies (Up to 10) *

1

Official Transcript

Yes No

Courses in progress (DO NOT CHANGE, LEAVE DEFAULT)

Spring/Summer 2025 05/01/2025 - 08/31/2025

Print Transcript

As soon as possible

Delivery Method *

Standard Mailing per copy 10.50 per copy

Back Continue

HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

VANCOUVER COMMUNITY COLLEGE

Student • Request Printed Transcript

Request Official Transcript

Transcript Request Summary

Issued To BC Institute of Technology	Street Office of the Registrar 3700 Willingdon Ave	City Burnaby	State or Province British Columbia
Zip or Postal Code V5G 3H2	Nation Canada	Course Levels All course levels	Copies Ordered 1
Official Transcript Yes	Delivery Method Standard Mailing per copy	Cost of Order \$10.50	Payment Method Credit Card Over the Web
Print Transcript As soon as possible			

[Back](#) [Continue](#)

Enter your payee information and your preferred method of payment.

Have your payment ready before you press “Pay by Flywire”.

VANCOUVER COMMUNITY COLLEGE

Payment

For transcript requests needed within 48 hours, please order in person. Online requests may take longer to process.

Flywire will charge you a processing fee. VCC does not receive any portion of the processing fee. The amount charged depends on your payment method. The fees are: • Credit card: 2.5% • Debit card: 1.5% • Online bill payment: \$2 • E-transfer: \$1

[Pay by Flywire](#)

HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

Payment

Transcript Payment Only

First name * Testing

Family name * Student

Email * 000000000@student.vcc.ca

Address 1 * 1155 E Broadway

City * Vancouver

+ 1

Phone number * 60460460

Country or region * Canada

NEXT

English ▾ Help Powered by

Transcript Payment Only

Select payment method

Back

<input type="radio"/> Debit Card in CAD - Service fee 1.5%	C\$10.66
<input checked="" type="radio"/> Credit Card in CAD - Service fee 2.5%	C\$10.76
<input type="radio"/> American Express in CAD - Service Fee 2.5%	C\$10.76

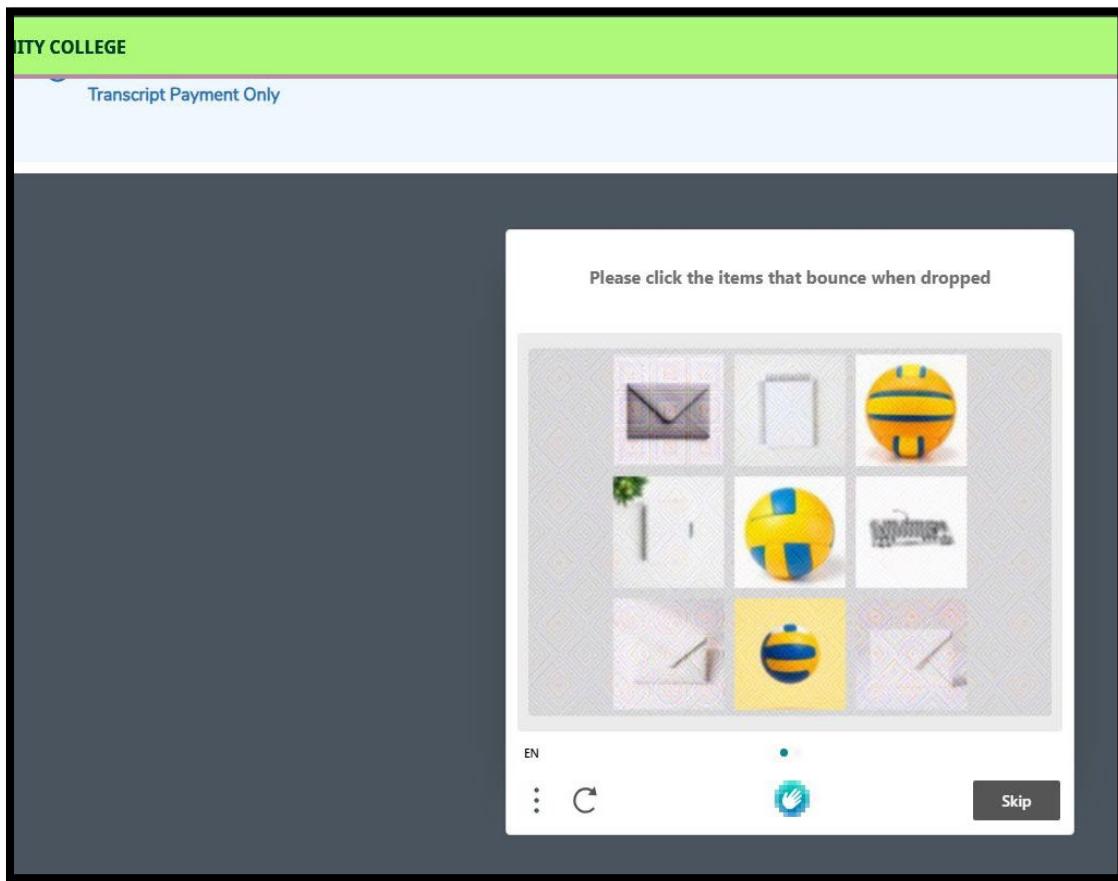
I have read, understand, and agree to the Flywire [Terms of Use](#) and [Privacy Policy](#)

English ▾ Help Powered by



HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

You will be directed to a CAPTCHA which you may have to complete more than once.



Enter your payment information.



HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

Transcript Payment Only

Payment details

Cardholder's first name
Testing

Cardholder's family name
Student

Card number
4111-4111-4111-4111 !

Invalid card number

Expiry date (MM/YY)
03/30

CVV
...|

English ▾ Help Powered by

Cancel Payment

Once you submit your payment, you will be directed to the “Payment Pending” page.

You will then receive a payment pending email from Flywire.

Payments made through Flywire may take up to 48 hours to be received by VCC.

HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

Payment Pending

 You will receive an email from Flywire. Please allow up to 24-48 hours for your tuition payment to be reflected in our system.



Official Transcript requests will remain pending until VCC receives payment from Flywire.

Once VCC has received your payment, you will receive another notification email from Flywire.