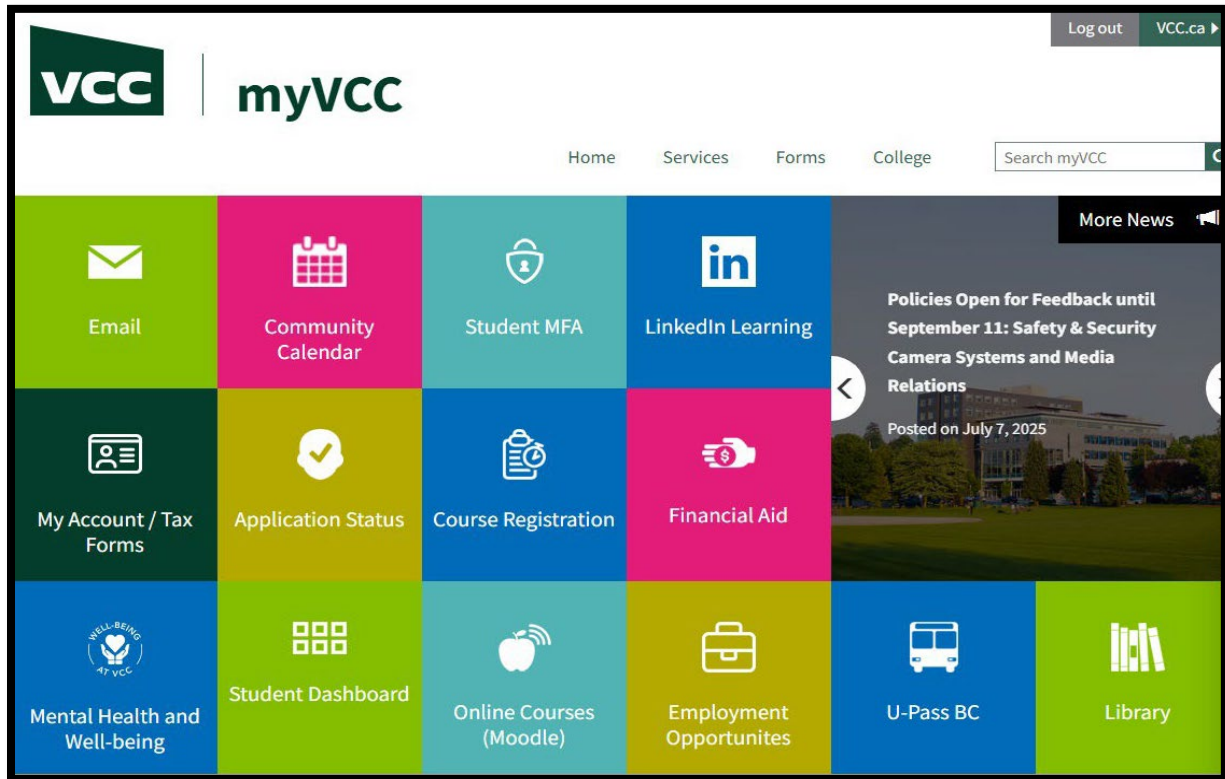




HOW TO ORDER AN OFFICIAL TRANSCRIPT ONLINE

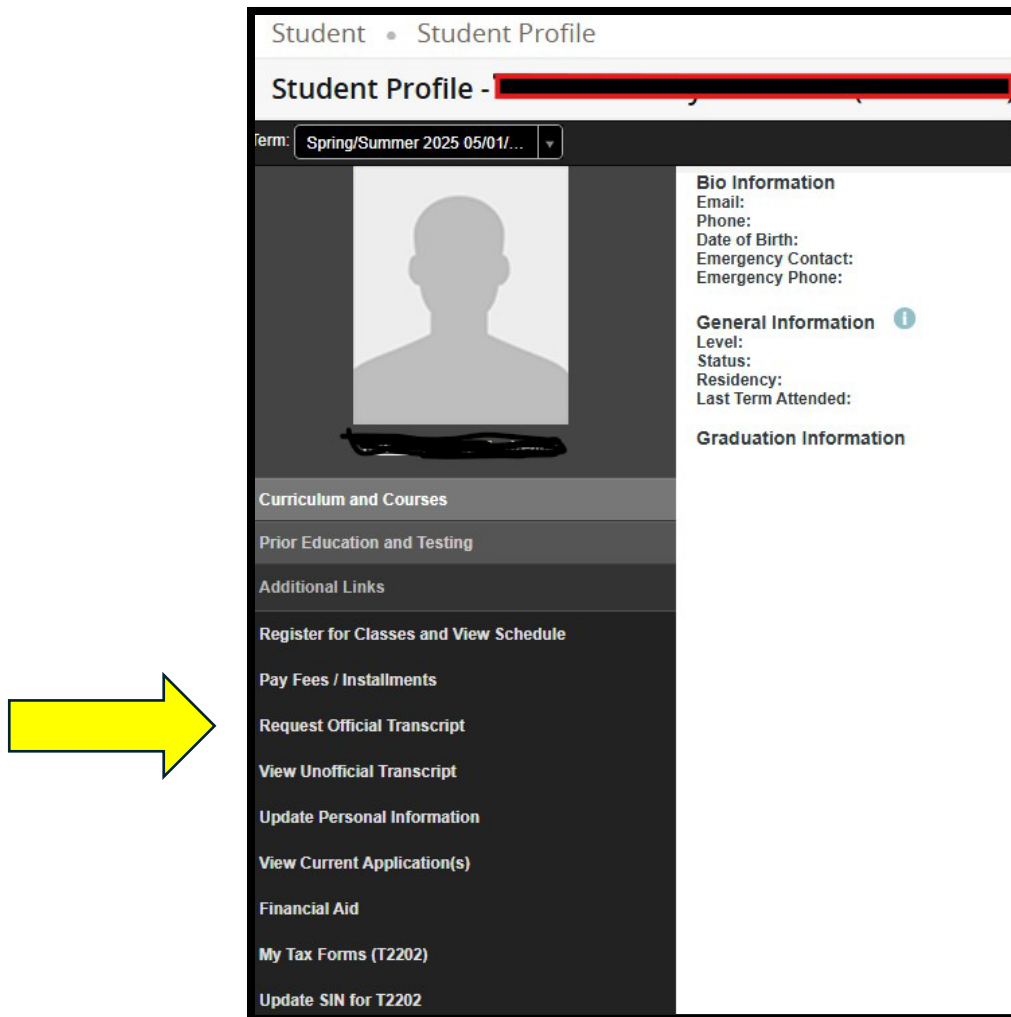


Login to myVCC.ca and select the “Student Dashboard” menu option.



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.

The screenshot shows the 'Request Official Transcript' page on the Vancouver Community College website. The page has a green header with the VCC logo and a user profile 'Kathleen An'. Below the header, there's a breadcrumb trail 'Student > Request Printed Transcript'. The main heading is 'Request Official Transcript'. A note states: 'For transcript requests needed within 48 hours, please order in person. Online requests may take longer to process.' A blue information box contains important instructions: '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.' The form has three main sections: 1. 'Enter college code to mail to another post-secondary (DO NOT CHOOSE VCC)' with a text input field. 2. 'OR LOOK UP COLLEGE CODE FOR POST-SECONDARY INSTITUTIONS' with a link. 3. 'OR Mail to yourself (choose address)' with a dropdown menu set to 'None'. Below this is a section 'OR Type any other name below (enter address on next page)' with a text input field. At the bottom is a 'Continue' button.

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

Student • Request Printed Transcript

Kathleen Andre

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 flywire

Transcript Payment Only

Select payment method

< Back

☐ Debit Card in CAD - Service fee 1.5% **C\$10.66**
Includes C\$0.16 fee

☒ Credit Card in CAD - Service fee 2.5% **C\$10.76**
Includes C\$0.26 fee

☐ American Express in CAD - Service Fee 2.5% **C\$10.76**
Includes C\$0.26 fee

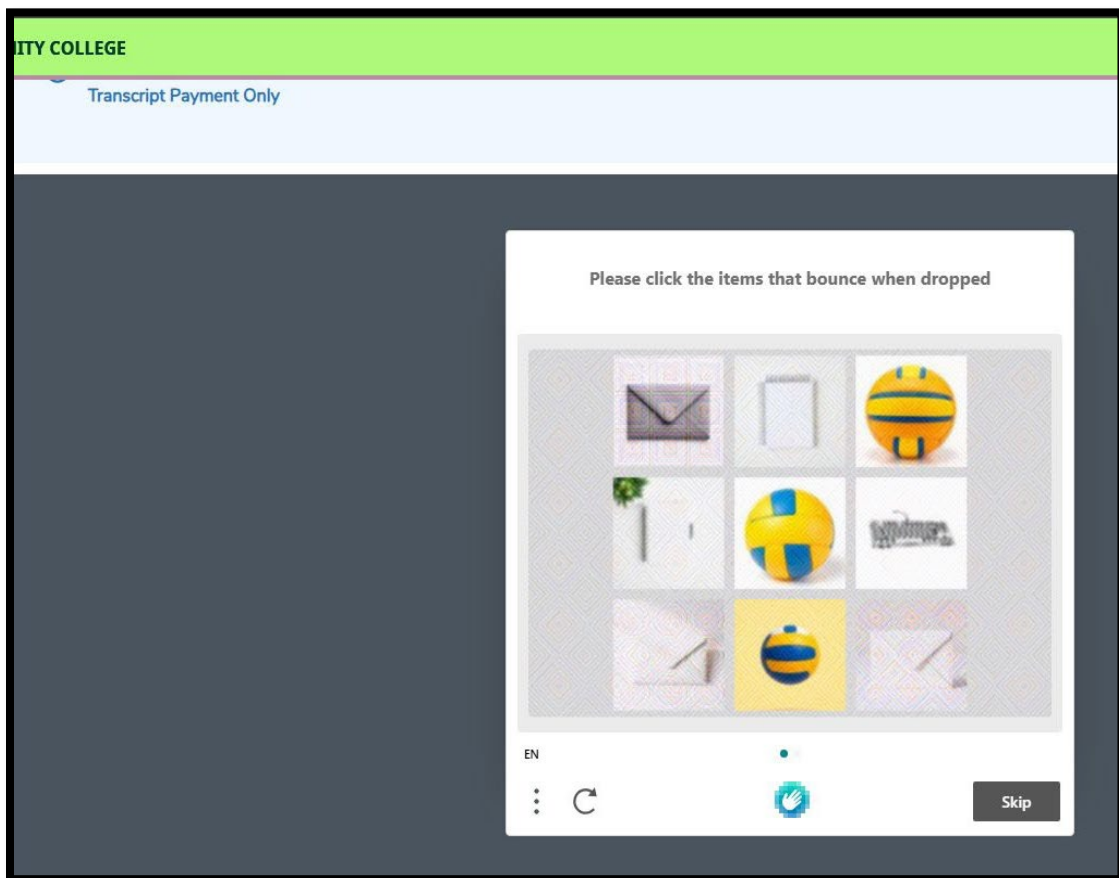
☐ I have read, understand, and agree to the Flywire [Terms of Use and Privacy Policy](#)

English Help Powered by flywire



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

A screenshot of a web form titled "Transcript Payment Only". The form is titled "Payment details" and contains several input fields. The "Cardholder's first name" field contains "Testing". The "Cardholder's family name" field contains "Student". The "Card number" field contains "4111-4111-4111-4111" and is highlighted with a red border and a red exclamation mark icon. Below the card number field, the text "Invalid card number" is displayed in red. The "Expiry date (MM/YY)" field contains "03/30". The "CVV" field contains "..." and has a question mark icon. At the bottom of the form, there are links for "English" and "Help", and a note "Powered by flywire". A "Cancel Payment" button is located at the bottom left of the form.

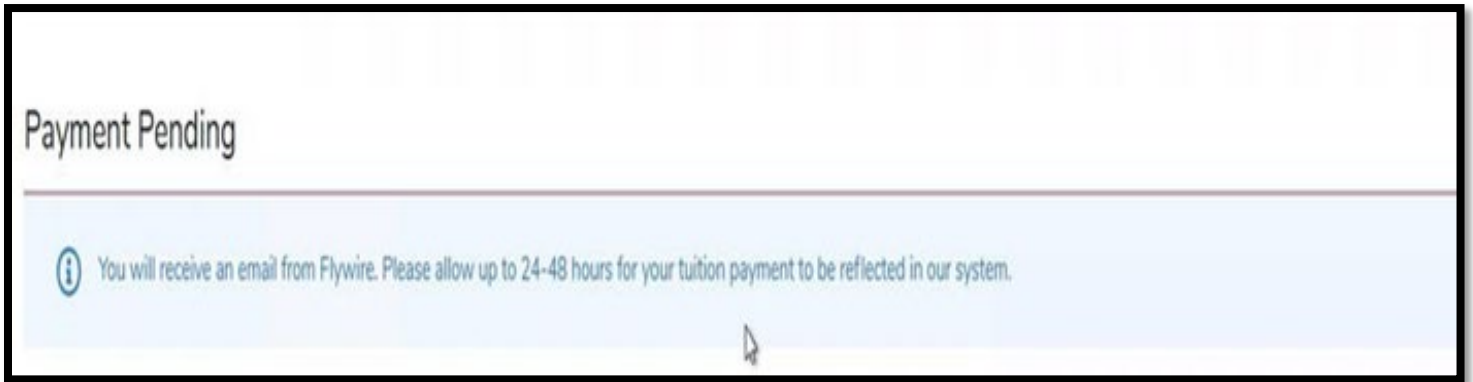
Once you submit your payment, you will be directed to the “Payment Pending” page.

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



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.