



Request for Official Transcript

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

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

p: 604.871.7000, option 8
e: records@vcc.ca

VCC.CA

Email to records@vcc.ca or submit in person to the Registrar's Office at any VCC campus. **Processing can take up to 10 business days from the date proof of payment is received. Requests will not be processed without proof of payment.**

- Official photo identification is required to order a transcript in person. A signed letter of authorization and photo identification are required for third-party requests and pick-up.
- Transcripts will not be released if there are holds on the student account (including holds for fees, borrowed equipment, library books and lockers).
- Students should review their academic history on [myVCC](#) before submitting a transcript request to ensure all courses and credits (including transfer credit and PLAR) are included and that final grades have been posted.

1. Personal information

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

Student type: ☐ Domestic ☐ International

.....
Student signature

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

2. Pick-up and delivery options

of copies

☐ I will pick up my transcript(s) from: ☐ Broadway campus ☐ Downtown campus

x \$10.50

☐ I will have someone else pick up my transcript(s) (written authorization & photo ID required)

x \$10.50

☐ Mail my transcript(s) to the destination(s) below

x \$10.50

Total # of copies (price includes GST)

Number of transcripts

.....
Recipient Name

Recipient Address (including postal code)

Number of transcripts

.....
Recipient Name

Recipient Address (including postal code)

continued on next page



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3. Payment

- ☐ Cheque enclosed
(for mail submissions only)
- ☐ Receipt Enclosed
(See instructions below)

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

To avoid delays, please submit proof of payment with your transcript request. Payment may be made in the following ways:

- 1) Online banking: To pay using your bank account (including credit unions), add **Vancouver Community College** as a "PAYEE", and use your VCC Student ID number as the "account number". To obtain your VCC ID number, please contact records@vcc.ca and provide your full name and date of birth.
- 2) Credit Card: Domestic students can make payments with Flywire. Additional service fees apply.
Cards accepted are: Visa, MasterCard and American Express

Once payment has been made, email a screenshot of your payment receipt along with the completed form to records@vcc.ca. Please note processing time for transcript requests may take up to 10 business days once proof of payment has been received. For student issued transcripts, please visit the Registrar's Office front counter at any campus location. For more information on available payment methods, please visit the following website: www.vcc.ca/applying/registration-services/fees-and-payments/how-to-pay-fees/

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.