



# 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, ext. 8409  
f: 604.443.8450  
e: sao@vcc.ca  
www.vcc.ca

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

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 \$10 (+GST)
<input type="checkbox"/> I will have someone else pick up my transcript(s) (written authorization & photo ID required)	x \$10 (+GST)
<input type="checkbox"/> Mail my transcript(s) to the destination(s) below	x \$10 (+GST)
<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  Receipt Enclosed  
(for mail submissions only) (Refer to back of page for instructions)

continued on next page →



# Request for Official Transcript (Continued)

**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  
f: 604.443.8450  
e: records@vcc.ca  
www.vcc.ca

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

In order to avoid delays, 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 document request form to [records@vcc.ca](mailto:records@vcc.ca). Please note document 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.