

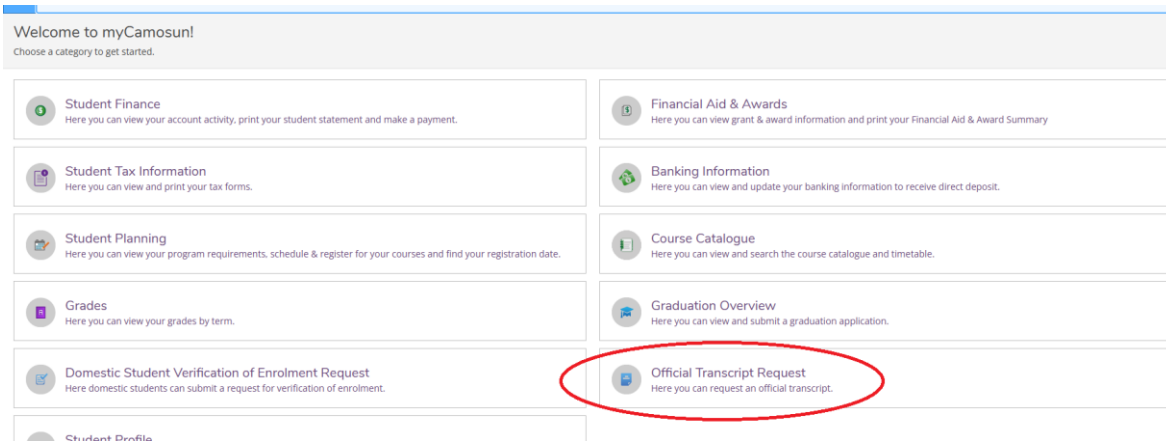
## Transcript Requests for SIP students

As a dual credit student who has completed (or in the process of completing) a course(s), it's important for you to know that **your final mark will remain on the Camosun server until you request it to be moved somewhere else.** If you are applying to a post-secondary, that is not Camosun College, you must submit a Transcript Request through your 'MyCamosun' account & pay the small fee to import this mark elsewhere.

There is no rush for you to do this as the mark will always be here. If you plan to take a 'gap year' it is perfectly fine for this process to wait until you return to your post-secondary journey.

### To submit a 'Transcript Request' you must:

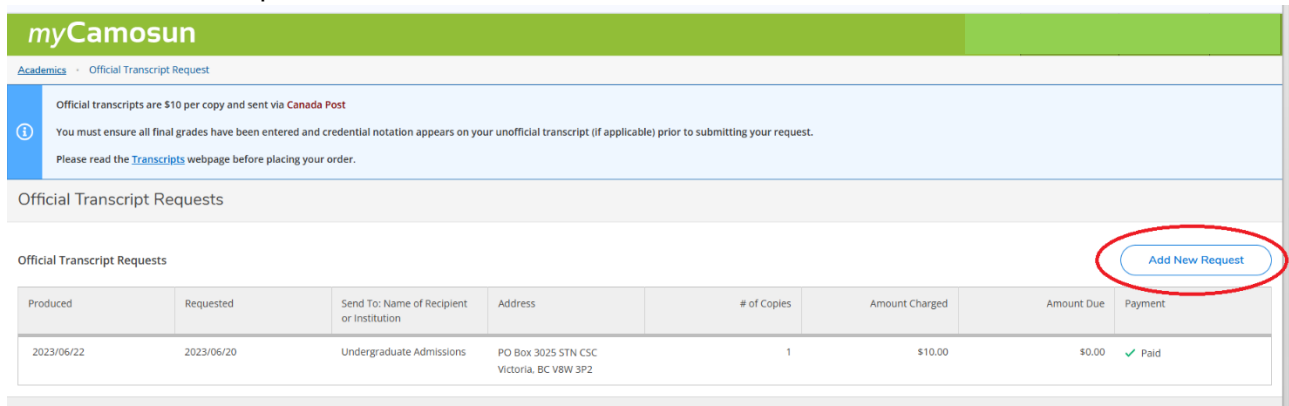
- 1) Login to you MyCamosun account. If you have forgotten you password or C#, it is best to connect with Camosun's ITS at 250-370-3064 or [its servicedesk@camosun.ca](mailto:its servicedesk@camosun.ca)
- 2) Once logged in, you will notice the below options. Select the 'Official Transcript Request' (circled in red)



Welcome to myCamosun!  
Choose a category to get started.

- Student Finance: Here you can view your account activity, print your student statement and make a payment.
- Financial Aid & Awards: Here you can view grant & award information and print your Financial Aid & Award Summary.
- Student Tax Information: Here you can view and print your tax forms.
- Banking Information: Here you can view and update your banking information to receive direct deposit.
- Student Planning: Here you can view your program requirements, schedule & register for your courses and find your registration date.
- Course Catalogue: Here you can view and search the course catalogue and timetable.
- Grades: Here you can view your grades by term.
- Graduation Overview: Here you can view and submit a graduation application.
- Domestic Student Verification of Enrolment Request: Here domestic students can submit a request for verification of enrolment.
- Official Transcript Request**: Here you can request an official transcript.
- Student Profile

- 3) Select 'Add New Request'



myCamosun

Academics > Official Transcript Request

Official transcripts are \$10 per copy and sent via **Canada Post**

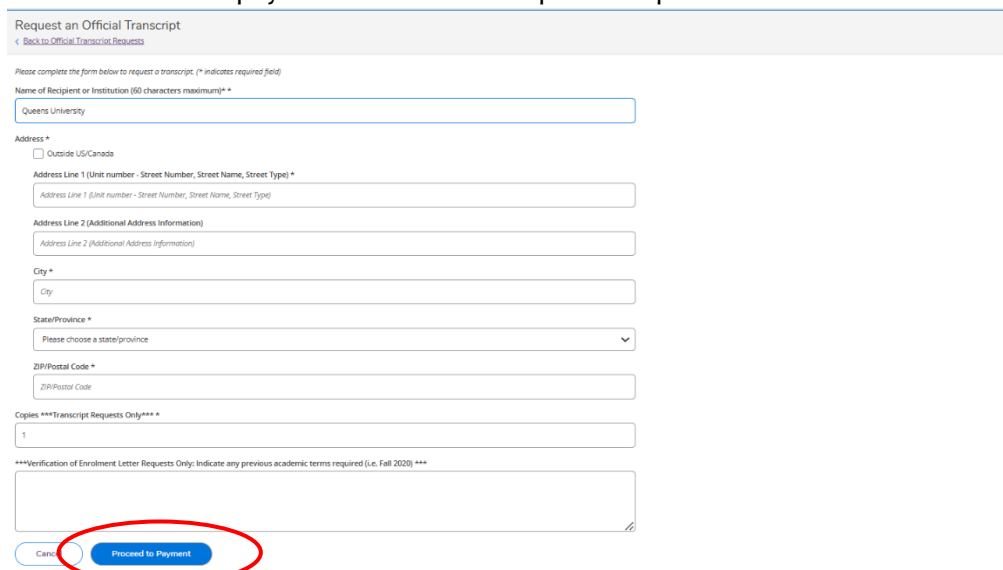
You must ensure all final grades have been entered and credential notation appears on your unofficial transcript (if applicable) prior to submitting your request.  
Please read the [Transcripts](#) webpage before placing your order.

### Official Transcript Requests

Official Transcript Requests Add New Request

Produced	Requested	Send To: Name of Recipient or Institution	Address	# of Copies	Amount Charged	Amount Due	Payment
2023/06/22	2023/06/20	Undergraduate Admissions	PO Box 3025 STN CSC Victoria, BC V8W 3P2	1	\$10.00	\$0.00	✓ Paid

- 4) Complete the fields with the correct mailing address for the school you wish to send these to, and submit. You must pay the small fee to complete the process



Request an Official Transcript  
[Back to Official Transcript Requests](#)

Please complete the form below to request a transcript. (\* indicates required field)

Name of Recipient or Institution (50 characters maximum)\*  
Queens University

Address \*  
 Outside US/Canada

Address Line 1 (Unit number - Street Number, Street Name, Street Type) \*  
Address Line 1 (Unit number - Street Number, Street Name, Street Type)

Address Line 2 (Additional Address Information)  
Address Line 2 (Additional Address Information)

City \*  
City

State/Province \*  
Please choose a state/province

ZIP/Postal Code \*  
ZIP/Postal Code

Copies \*\*\*Transcript Requests Only\*\*\*  
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\*\*\*Verification of Enrolment Letter Requests Only: Indicate any previous academic terms required (i.e. Fall 2020) \*\*\*