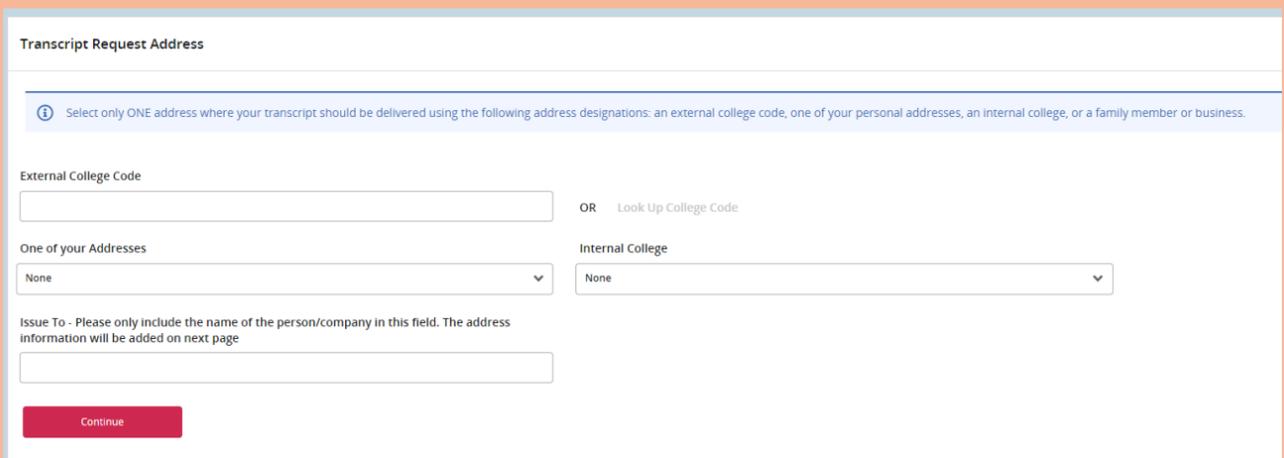


How to Order an Official Transcript

Make sure your address is up-to-date

If you want your transcript to go to your home address, make sure that your address is up-to-date. Go to **Self-service > Personal information > Update Addresses and Phones**.

Once your address has been updated, go to **myOkanagan > My Student Resources > Academic > Request Transcripts > Request Official Transcript**.



The screenshot shows a web form titled "Transcript Request Address". At the top, there is a blue information banner that reads: "Select only ONE address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, an internal college, or a family member or business." Below this banner, there are four main input areas: 1. "External College Code" with a text input field and a "Look Up College Code" link. 2. "One of your Addresses" with a dropdown menu currently set to "None". 3. "Internal College" with a dropdown menu currently set to "None". 4. "Issue To" with a text input field and a note: "Please only include the name of the person/company in this field. The address information will be added on next page". At the bottom of the form is a red "Continue" button.

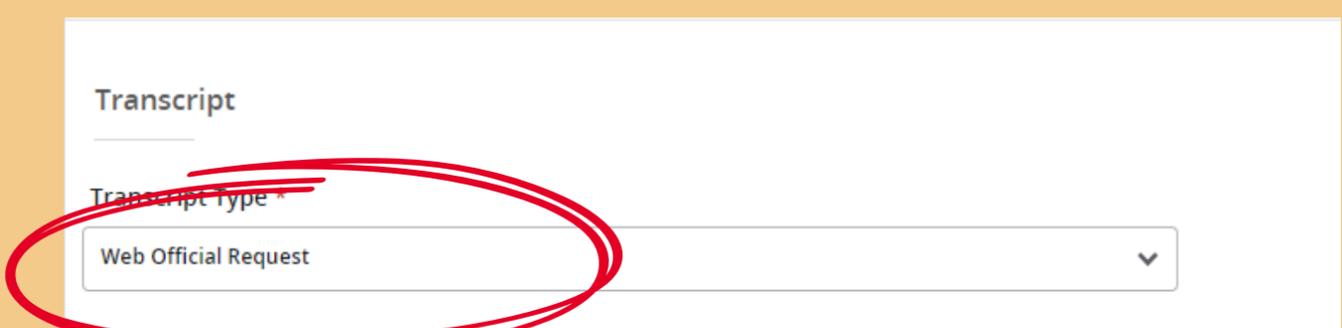
Choose only ONE address field

External College Code: Use if sending a transcript to another college/university.

One of your addresses: Use dropdown menu to choose your address.

Internal College: Use if you are sending a transcript to a department within the college.

Issue to: Use if sending to a person or business.



The screenshot shows a dropdown menu titled "Transcript" under the heading "Transcript". The dropdown is open, and the option "Web Official Request" is selected and circled in red. A red arrow points to the "Transcript type" label above the dropdown.

Transcript Options

Number of Copies (Up to 99) *

1

Official Transcript
 Yes No

Select the highest term available in the drop down, this may not be the last term you attended

None

Print Transcript
 As soon as possible

Delivery Method *
 Canada Post 10.00 per copy

Select the **highest term** available in the drop down and **Delivery Method**.

Payments are made through **PayMyTuition**

PAYMENTS **CREATE PROFILE**

1 Payment Information 2 Payer Information 3 Student Information 4 Confirm & pay

What country are you paying from?

Canada

Make a payment

In CAD, what is the amount you want Okanagan College to receive?

10.00

- ✓ Pay your fees from any country, at any bank, in any currency!
- ✓ Don't overpay your bank on currency exchange. PayMyTuition will save you money!
- ✓ Track your payments from start to finish using PayMyTuition's student payment dashboard.
- ✓ Multilingual customer support to help you when you need us.

Payment Options

Visa - Debit or Credit in CAD
10.00 CAD

Mastercard - Debit or Credit in CAD
10.00 CAD

AMEX - American Express in CAD
10.00 CAD

VISA

Visa Debit/Credit

MTFX supports Visa Debit/Credit for cards issued in CAD.

1. Make a payment

Use this option to pay with a Visa Debit/Credit card issued from Canada to make a payment in CAD.

2. Track & confirm your payment

Using Visa Debit/Credit will allow you to receive immediate confirmation that your payment was approved. You will also receive an email confirmation when your institution receives **\$10.00 CAD**.

Please note:
 If you **owe fees** or have a **financial hold** on your account, you cannot order a transcript until fees have been **paid in full**.