

Transcript request – 2005 onward

All transcripts for Okanagan College (September 2005 onward) are requested online through our [registrar's office](#).

Step-by-step instructions: for Okanagan College students (Sept 2005 onward)
All official Okanagan College transcripts are requested through your myOkanagan account.
Transcripts are sent by Canada Post regular mail and not by email.

Each student transcript costs \$10. If you don't complete the payment, your transcript request will not be processed.

For help with your myOkanagan password or login issues, contact [Okanagan College IT Services](#).

Instructions for transcript requests:

On a mobile device:

Step 1:

Go to "my.okanagan.bc.ca" and sign in

Step 2:

Follow the "On a desktop" steps

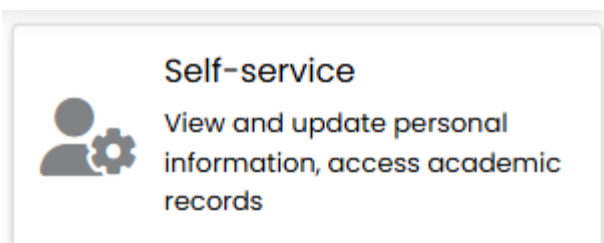
On a desktop:

Step 1:

Log into your [myOkanagan](#) account


Step 2:

Go to "Self-service"



Step 3:

Select "Request Printed Transcript"



Request Printed Transcript
Make a request for an OFFICIAL Transcript to be sent.

Step 4:


Choose only one of the 3 options

Enter the information

Click "Continue"

- **Home address:** On Option #2 select your home address and click "Continue"
- **Other institutions:** On Option #1 click "Look up college code" for listed institutions. If not listed, go to Option #3 and enter the institution's name. Click "Continue"

Transcript Request Address

 Complete ONLY ONE of the three address options below for where you want your transcript sent.


Option #1 - Use the look up tool to the right to find an institution

OR Look Up College Code

Option #2 - One of your Recorded Addresses

None

Option #3 - Issue To - Please only include the name of the person/company in this field. The address information will be added on next page



Step 5:

Select Transcript Type

Confirm if address is correct or add the address.

Click "Continue"

Select Transcript Type - This Address will be printed on your transcript and used for for mailing, please ensure accuracy.

Transcript

Transcript Type *
Web Official Request

College Information

1. Address

Issued To

Street Line 1

Street Line 2

Street Line 3

City

State or Province
British Columbia

Zip or Postal Code

Nation
Canada

Extension

International Access Number

Back Continue

Step 6:

Enter Number of Copies.

Select Delivery Method

Click "Continue"

Transcript Options

Number of Copies (Up to 99) *

Official Transcript

Yes No

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


Fall 2025 Continuing Studies ▼

Print Transcript

As soon as possible ▼

Delivery Method *


Canada Post 10.00 per copy ▼

Back Continue 

Step 7:

Review Transcript Request Summary
Click "Continue"

Transcript Request Summary			
Issued To [Redacted]	Street [Redacted]	City Kelowna	State or Province British Columbia
Zip or Postal Code V1Y 0K7	Nation Canada	Course Levels All course levels	Copies Ordered 1
Official Transcript Yes	Delivery Method Canada Post	Cost of Order \$10.00	Payment Method Transcript Payment
Print Transcript As soon as possible			



Step 8:

Submit a payment of **\$10 per transcript** through **PayMyTuition.com**. Please note that PayMyTuition applies an additional convenience fee.

Your official transcript will be printed and mailed on the next business day. We do not fax, email or courier official transcripts.

Related questions

Can you email my transcript emailed?

Okanagan College is not yet part of the electronic transfer system. Therefore, all transcripts are printed and mailed the next day via Canada post regular mail.

If you need a faster option, you can request an official transcript for yourself and then scan it as a PDF to send electronically.

How can I get my unofficial transcript?

You can get your unofficial transcripts through your myOkanagan account. Just go to the "Student records" tab and select "View/print unofficial transcript."

The institution never received my transcript. What can I do?

Once Okanagan College has printed and mailed your transcripts, your request is complete. For delivery information, you can contact Canada Post directly (as we do not have tracking numbers). If you need another transcript, you will have to request and pay for it again.

Can I pick up my transcript in person?

If you'd like to pick up your official transcript in person, you'll need to place your order directly at the Registration Office on the Kelowna campus. Once payment is made, a staff member will print your official transcript and provide it to you in a sealed envelope.

I tried to order a transcript, and I just found out that I have a financial hold on my account. What can I do?

If there's a financial hold on your account, you'll need to pay the outstanding fees. Once the payment is processed, the hold will be removed, and you can request your official transcript.

Resources and links

[IT Services | Okanagan College](#)

[Registrar's Office | Okanagan College](#)

If you have academic history at both Okanagan College and Okanagan University College, request your transcript through your myOkanagan account. You'll receive a complete transcript that includes records from both institutions.



Revision History

Date	Version	Who	Description Of Change/s
12-Jan-2026	.01	Juliana Caetano Della Nina	Initial draft.
12-Jan-2026	.02	Kent Dolera	Peer review. Added Revision History section.
12-Jan-2026	.03	Juliana Caetano Della Nina	Addressed review points from .02
12-Jan-2026	.04	Ifeoma Obianwu	Fixed "do not use" info