

Requesting an Official Transcript

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1. Before You Begin

An official transcript is a record of your academic history at Okanagan College. It includes courses, grades, credentials awarded, and other academic information available at the time the transcript is produced.

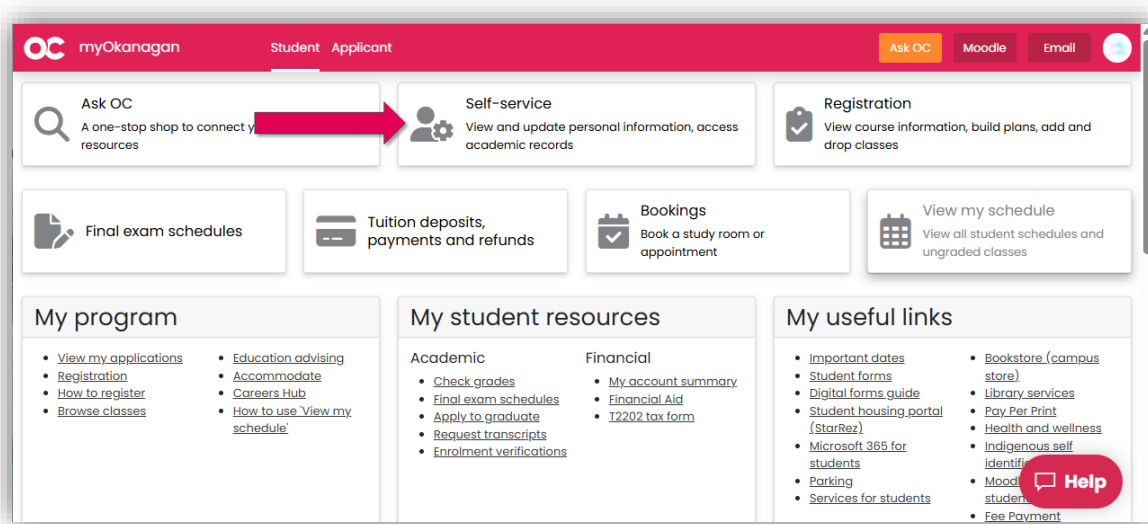
Before requesting a transcript, make sure your academic record is up to date. If final grades, program completion, or graduation information have not yet been finalized, your transcript may appear incomplete.

You can request your transcript through Self-Service and choose one of the following delivery options:

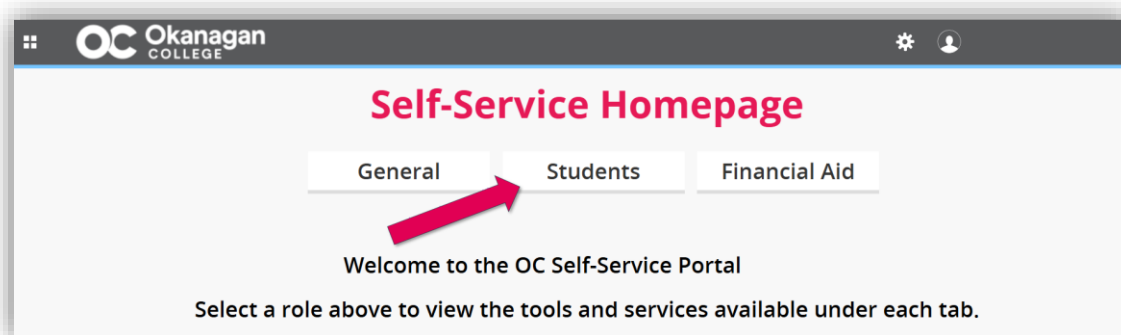
- Receive your transcript through **MyCreds**
- Send your transcript to a **participating institution**
- Mail your transcript to **yourself**
- Mail your transcript to a **third party**

2. Accessing Transcript Requests

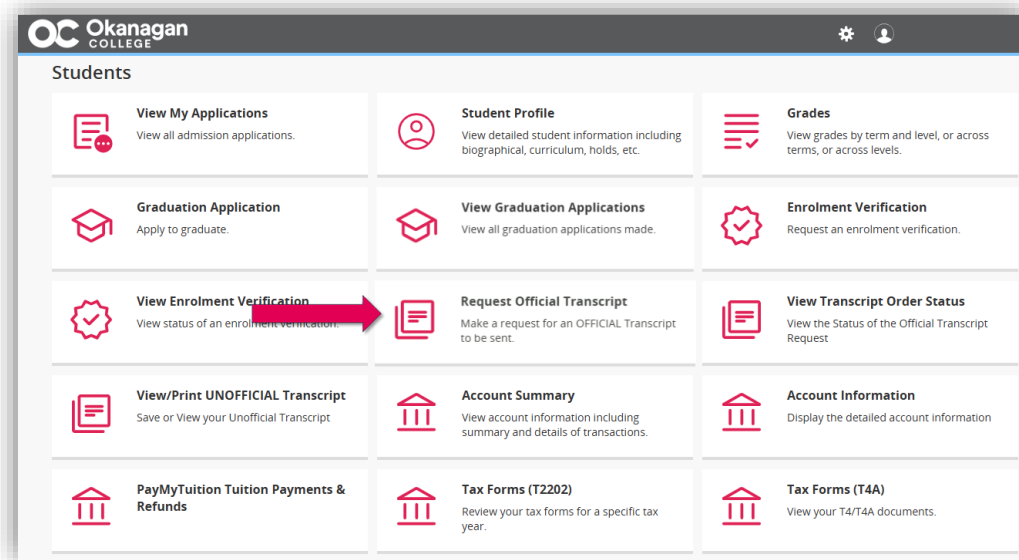
1. Log in to [myOkanagan](#).
2. Select **Self-Service**.



3. Select **Student**.



4. Select **Request Official Transcript**.



Students can choose from the following delivery options:

- **MyCreds** - Receive an electronic copy of your transcript through MyCreds.
- **Participating Institution** - Send your transcript electronically to a participating institution.
- **Mail to Yourself** - Have a printed transcript mailed to an address already on file.
- **Mail to a Third Party** - Send a printed transcript to an employer, agency, or other organization.

Only one delivery option can be selected per request.

3. Receive Your Transcript Through MyCreds

MyCreds allows you to receive an electronic copy of your transcript. There is no charge during the request process in myOkanagan. However, you will need to purchase credits in MyCreds to view and share your transcript.

1. Under **Option 1**, click the destination drop-down menu.

The screenshot shows the 'Request Official Transcript' page in the myOkanagan system. The page has a header with the OC Okanagan College logo and a navigation bar. The main content area is titled 'Request Official Transcript' and contains a section for 'Transcript Request Address'. A blue information box states: 'Official transcripts can be shared electronically through MyCreds.ca for near immediate delivery. Canada's secure digital credential and document sharing platform, or mailed as a paper copy. Please select one of the options below.' Below this, there are three options:

- Option 1 - Electronic via MyCreds** (Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed. A red arrow points to the 'Select a destination' drop-down menu.
- OR Option 2 - Mailed: to one of the addresses currently listed on your student account.** A drop-down menu shows 'None'.
- OR Option 3 - Mailed: to a university, company, organization, or individual. Type in the name of the recipient. On the next page, you can enter the recipient's address.** A text input field is provided.

A blue 'Continue' button is at the bottom of the form.

2. Select **MyCreds**.

Option 1 - Electronic via MyCreds (Recommended):
Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

Select a destination ▼

Select a destination

MyCreds

Capilano University

Kwantlen Polytechnic University

Selkirk College

Thompson Rivers University

University of the Fraser Valley

Vancouver Community College



3. Click **Continue**.

Transcript Request Address

 Official transcripts can be shared electronically through MyCreds.ca for near immediate delivery. Canada's secure digital credential and document sharing platform, or mailed as a paper copy. Please select one of the options below.

Option 1 - Electronic via MyCreds
(Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

MyCreds ▼

OR Option 2 - Mailed: to one of the addresses currently listed on your student account.

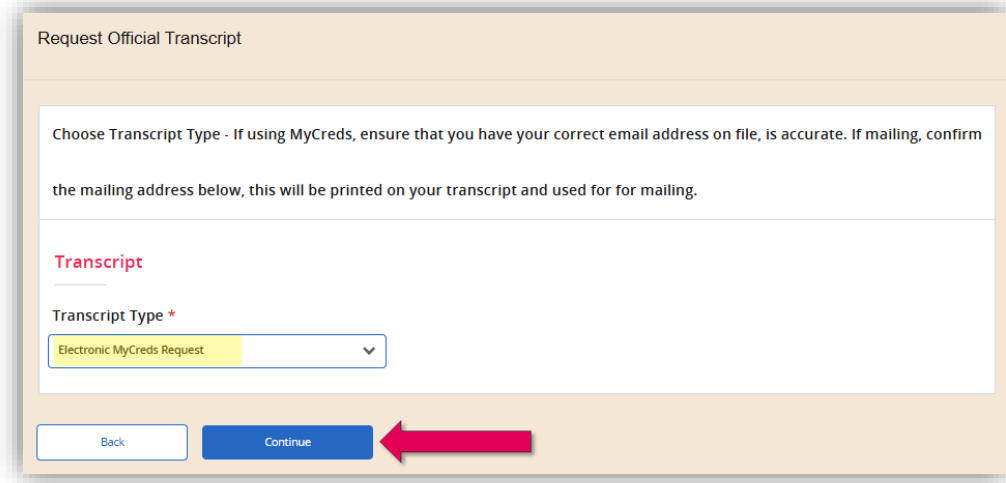
None ▼

OR Option 3 - Mailed: to a university, company, organization, or individual. Type in the name of the recipient. On the next page, you can enter the recipient's address.

Continue



4. From the **Transcript Type** drop-down menu, select **Electronic MyCreds Request**.
5. Click **Continue**.



Request Official Transcript

Choose Transcript Type - If using MyCreds, ensure that you have your correct email address on file, is accurate. If mailing, confirm the mailing address below, this will be printed on your transcript and used for mailing.

Transcript

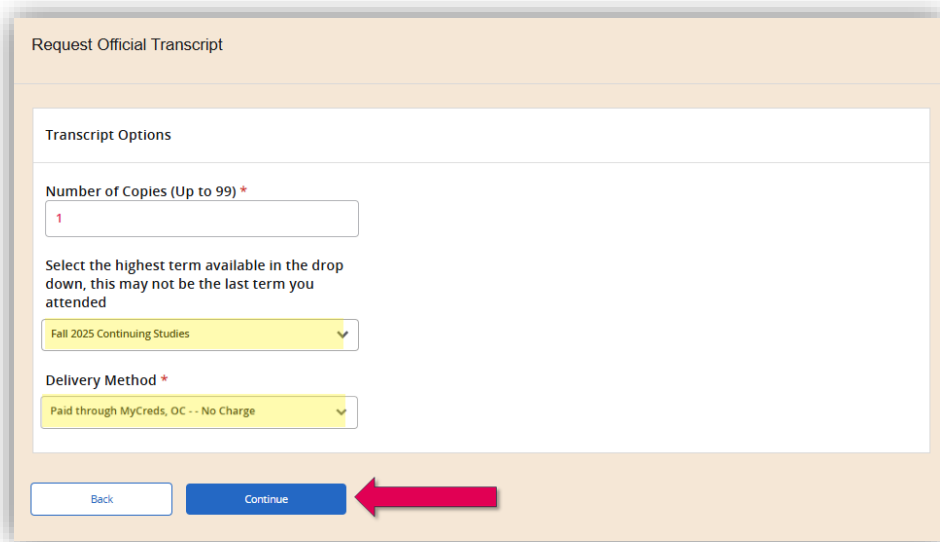
Transcript Type *

Electronic MyCreds Request

Back Continue

A red arrow points to the 'Continue' button.

6. Select the **highest term available**.
7. Under **Delivery Method**, select **Paid through MyCreds, OC - No Charge**.
8. Click **Continue**.



Request Official Transcript

Transcript Options

Number of Copies (Up to 99) *

1

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

Fall 2025 Continuing Studies

Delivery Method *

Paid through MyCreds, OC - No Charge

Back Continue

A red arrow points to the 'Continue' button.

9. Review the **Transcript Request Summary** and confirm that all information is correct.
10. Click **Continue** to submit your request.

Request Official Transcript

Transcript Request Summary

Issued To MyCreds.ca	Street MyCreds	City N/A	State or Province Not Applicable
Zip or Postal Code N/A	Nation Not Applicable	Course Levels All course levels	Official Transcript Yes
Delivery Method Paid through MyCreds, OC -	Cost of Order No charge		

Back Continue



11. A confirmation message will appear indicating that your request was submitted successfully.

Request Official Transcript

Acknowledgement

Thank you for submitting your official transcript request.
 If you chose the Electronic option, your transcript will be available within 30 minutes.
 If you chose the Mailing option, Please allow 2-3 business days for processing in addition to
 Canada Post timelines for delivery.

Please note we do not email or courier official transcripts

12. An email will be sent to your preferred email address with instructions for accessing MyCreds.

4. Send Your Transcript to a Participating Institution

Use this option to send your transcript electronically to a participating institution.

1. Under **Option 1**, click the destination drop-down menu.

OC Okanagan COLLEGE

Student » Request Official Transcript

Request Official Transcript

Transcript Request Address

Official transcripts can be shared electronically through MyCreds.ca, Canada's secure digital credential and document sharing platform, or mailed as a paper copy. Please select one of the options below.

Option 1 - Electronic via MyCreds (Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

Select a destination

OR Option 2 - Mailed: to one of the addresses currently listed on your student account.

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.

Continue

2. Select the participating institution.

Option 1 - Electronic via MyCreds (Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

Select a destination

Select a destination

MyCreds

Capilano University

Kwantlen Polytechnic University

Selkirk College

Thompson Rivers University

University of the Fraser Valley

Vancouver Community College

3. Click **Continue**.

Student » Request Official Transcript

Request Official Transcript

Transcript Request Address

 Official transcripts can be shared electronically through MyCreds.ca, Canada's secure digital credential and document sharing platform, or mailed as a paper copy. Please select one of the options below.

Option 1 - Electronic via MyCreds (Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

Capilano University

OR Option 2 - Mailed: to one of the addresses currently listed on your student account.

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

Continue



4. From the **Transcript Type** drop-down menu, select **Web Official Request**.
5. Review the institution information and confirm that it is correct.
6. Click **Continue**.

Request Official Transcript

Choose Transcript Type - If using MyCreds, ensure that you have your correct email address on file, is accurate. If mailing, confirm the mailing address below, this will be printed on your transcript and used for for mailing.

Transcript

Transcript Type *

Web Official Request

College Information

1. Address

College Name
Capilano University

Street Line 1
Admissions Office

Street Line 2
2055 Purcell Way

Street Line 3

City
North Vancouver

State or Province
British Columbia

Zip or Postal Code
V7J 3H5

Nation

Extension

International Access Number

Back Continue

7. In the **Transcript Options** section:
 - Enter the **Number of Copies** required.
 - Select the **highest term available**.
 - Under **Delivery Method**, select **Canada Post \$10.00 per copy**.
8. Click **Continue**.

Request Official Transcript

Transcript Options

Number of Copies (Up to 99) *

1

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

Winter 2025

Delivery Method *

Canada Post 10.00 per copy

Back Continue

9. Review the **Transcript Request Summary** and confirm that all information is correct.
10. If changes are needed, click **Back** and make the necessary corrections.
11. Click **Continue** to submit your request.

Request Official Transcript

Transcript Request Summary

Issued To Capilano University	Street Admissions Office 2055 Purcell Way	City North Vancouver	State or Province British Columbia
Zip or Postal Code V7J 3H5	Course Levels All course levels	Official Transcript Yes	Delivery Method Canada Post
Cost of Order \$10.00			

Back

Continue

12. You will be redirected to the **PayMyTuition** payment page to complete payment of the transcript fee.

The screenshot shows the PayMyTuition payment interface for Okanagan College. At the top, the Okanagan College logo is on the left, and links for FAQ's, Contact Us, Login, and English are on the right. Below the header, there are two main sections: 'PAYMENTS' (with a building icon) and 'CREATE PROFILE' (with a document icon). A progress bar with four steps is displayed: 1. Payment Information, 2. Payer Information, 3. Student Information, and 4. Confirm & pay. The 'Payment Information' step is currently active. It contains a dropdown menu for 'What country are you paying from?' with 'Canada' selected. Below this is a 'Make a payment' section with a text input field for the amount in CAD, showing '10.00'. To the right of the input field, there are four bullet points with checkmarks: '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.', and 'Multilingual customer support to help you when you need us.' At the bottom, there is a 'Payment Options' section with a checked box for 'Visa - Debit or Credit In CAD' and the Visa logo. A 'Need Help?' button with a chat icon is located in the bottom right corner.

Important: Your transcript request will not be processed until payment has been completed.

5. Mail Your Transcript to Yourself

Use this option to have a printed transcript mailed to an address already on file in your student account.

1. Under **Option 2**, select a recorded address from the drop-down menu.
2. Ensure that **Option 1** and **Option 3** are blank.
3. Click **Continue**.

Request Official Transcript

Transcript Request Address

Official transcripts can be shared electronically through MyCreds.ca, Canada's secure digital credential and document sharing platform, or mailed as a paper copy. Please select one of the options below.

Option 1 - Electronic via MyCreds (Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

Select a destination

OR Option 2 - Mailed: to one of the addresses currently listed on your student account.

Mailing

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

Continue

4. From the **Transcript Type** drop-down menu, select **Web Official Request**.
5. Review the mailing address and confirm that it is correct.
6. Make the necessary changes to the address information.
7. Click **Continue**.

Choose Transcript Type - If using MyCreds, ensure that you have your correct email address on file, is accurate. If mailing, confirm the mailing address below, this will be printed on your transcript and used for mailing.

Transcript

Transcript Type *

Select

Web Official Request

1. Address

Issued To

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Zip or Postal Code

Nation

Extension

International Access Number

Back Continue

8. In the **Transcript Options** section:
 - Enter the **Number of Copies** required.
 - Select the **highest term available**.
 - Under **Delivery Method**, select **Canada Post \$10.00 per copy**.
9. Click **Continue**.

Request Official Transcript

Transcript Options

Number of Copies (Up to 99) *

1

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

Winter 2025

Delivery Method *

Canada Post 10.00 per copy

Back Continue

10. Review the **Transcript Request Summary** and confirm that all information is correct.
11. If changes are needed, click **Back** and make the necessary corrections.
12. Click **Continue** to submit your request.

Request Official Transcript

Transcript Request Summary

Issued To	Street	City	State or Province
Zip or Postal Code	Nation	Course Levels All course levels	Official Transcript Yes
Delivery Method Canada Post	Cost of Order \$10.00		

Back

Continue



13. You will be redirected to the **PayMyTuition** payment page to complete payment of the transcript fee.

The screenshot shows the Okanagan College PayMyTuition payment interface. At the top, the Okanagan College logo is on the left, and links for FAQ's, Contact Us, Login, and English are on the right. Below the header, there are two main tabs: 'PAYMENTS' (active) and 'CREATE PROFILE'. A progress bar with four steps is shown: 1. Payment Information (active), 2. Payer Information, 3. Student Information, and 4. Confirm & pay. The 'Payment Information' section includes a dropdown menu for 'What country are you paying from?' with 'Canada' selected. Below this is a 'Make a payment' section with a text input field for the amount in CAD, showing '10.00'. To the right of the input field, there are four bullet points with checkmarks: '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.', and 'Multilingual customer support to help you when you need us.' At the bottom, there is a 'Payment Options' section with a 'Visa - Debit or Credit In CAD' option and a 'Need Help?' button.

Important: Your transcript request will not be processed until payment has been completed.

6. Mail Your Transcript to a Third Party

Use this option to send a printed transcript to an employer, agency, organization, or another third party.

1. Under **Option 3 - Issue To**, enter the name of the person or organization receiving the transcript.
2. Ensure that **Option 1** and **Option 2** are blank.
3. Click **Continue**.

Request Official Transcript

Transcript Request Address

Official transcripts can be shared electronically through MyCreds.ca, Canada's secure digital credential and document sharing platform, or mailed as a paper copy. Please select one of the options below.

Option 1 - Electronic via MyCreds (Recommended): Fast, secure, and trackable electronic transcript sharing through MyCreds. Ideal for employers, universities, agencies, and personal use. We also directly send to the other institution's listed.

Select a destination ▼

OR Option 2 - Mailed: to one of the addresses currently listed on your student account.

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

Continue

4. From the **Transcript Type** drop-down menu, select **Web Official Request**.
5. Enter the recipient's mailing address.
6. Review the address information and make any necessary corrections.
7. Click **Continue**.

Request Official Transcript

Choose Transcript Type - If using MyCreds, ensure that you have your correct email address on file, is accurate. If mailing, confirm the mailing address below, this will be printed on your transcript and used for for mailing.

Transcript

Transcript Type *

Select

Web Official Request

1. Address

Issued To

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Zip or Postal Code

Nation

Extension

International Access Number

Back Continue

8. In the **Transcript Options** section:
 - Enter the **Number of Copies** required.
 - Select the **highest term available**.
 - Under **Delivery Method**, select **Canada Post \$10.00 per copy**.
9. Click **Continue**.

Request Official Transcript

Transcript Options

Number of Copies (Up to 99) *

1

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

Winter 2025

Delivery Method *

Canada Post 10.00 per copy

Back

Continue



10. Review the **Transcript Request Summary** and confirm that all information is correct.
11. If changes are needed, click **Back** and make the necessary corrections.
12. Click **Continue** to submit your request.

Request Official Transcript

Transcript Request Summary

Issued To	Street	City	State or Province
Zip or Postal Code	Course Levels All course levels	Official Transcript Yes	Delivery Method Canada Post
Cost of Order \$10.00			

Back

Continue



13. You will be redirected to the **PayMyTuition** payment page to complete payment of the transcript fee.

The screenshot shows the PayMyTuition payment interface for Okanagan College. At the top, the Okanagan College logo is on the left, and links for FAQ's, Contact Us, Login, and English are on the right. Below the header, there are two main tabs: 'PAYMENTS' (active) and 'CREATE PROFILE'. A progress bar with four steps is shown: 1. Payment Information (active), 2. Payer Information, 3. Student Information, and 4. Confirm & pay. The 'Payment Information' section includes a dropdown menu for 'What country are you paying from?' with 'Canada' selected. Below this is a 'Make a payment' section with a text input field for the amount in CAD, currently showing '10.00'. To the right of the input field, there are four bullet points: '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.', and 'Multilingual customer support to help you when you need us.' At the bottom, there is a 'Payment Options' section with a checkbox for 'Visa - Debit or Credit in CAD' and the Visa logo. A 'Need Help?' button with a chat icon is also present.

Important: Your transcript request will not be processed until payment has been completed.

7. Payment Information

MyCreds Requests

There is no charge during the transcript request process in myOkanagan when selecting **MyCreds**.

Once the transcript is available on MyCreds, you will need to purchase credits through the MyCreds platform to view and share your document.

Other Transcript Requests

Payment is required for the following transcript delivery options:

- Participating Institution
- Mail to Yourself
- Mail to a Third Party

After submitting your request, you will be redirected to **PayMyTuition** to complete payment.

Important: Transcript requests that require payment will not be processed until payment has been successfully completed.

8. Need Help?

Transcript Requests

Visit the [Okanagan College Transcript Requests](#) webpage for information about:

- Transcript delivery options
- Fees
- Processing timelines
- Transcript request requirements

MyCreds

Visit the [Okanagan College MyCreds](#) webpage for information about:

- Accessing your MyCreds account
- Viewing your transcript
- Sharing your transcript with institutions and organizations
- Purchasing MyCreds credits
- Troubleshooting and support resources

If you require additional assistance, contact the appropriate support team listed on the Transcript Requests or MyCreds webpage.