Self-reporting and Sending Transcripts

In addition to doing your post-secondary selections in the Student Transcripts Service (which allows universities and colleges to access official transcripts between March-July), most universities/colleges will require students to self-report their grades or submit interim transcripts **before the spring.**

This should be done in addition to making selections through the Student Transcripts Service, because most schools will not access anything through the Student Transcripts Service until the spring or summer, and they want to be able to evaluate your application earlier.

Each school is different in terms of what they want to receive and when. The instructions for what they want is typically in your student portal that you will gain access to after applying, or in an e-mail they may have sent you. This is a guide with more information; if a school is missing from this guide that you want to know more info about, please let me know.

Schools that do not require Self-Reporting or Sending Interim Transcripts

These schools should receive everything they need from the Student Transcripts Service as long as you have selected the appropriate option listed below. **However, if you are applying to a small or specific program such as Nursing, check your e-mail or university portal to see if they require any other grade information.**

UBC (Send my transcript now and allow this Post Secondary Institution to request transcript updates until the date specified below.) A date will automatically be selected for one year from the current date.

Langara College (Send when ready- Interim and Final)

Douglas College (Send when ready- Interim and Final)

Thompson Rivers University (Choose two options: Send Now, and Send when Ready: Interim and Final)

Vancouver Island University (Send my transcript now and allow this Post Secondary Institution to request transcript updates until the date specified below.) A date will automatically be selected for one year from the current date.

University of the Fraser Valley (Send my transcript now and allow this Post Secondary Institution to request transcript updates until the date specified below.) A date will automatically be selected for one year from the current date.

Schools that require self-reporting of grades:

1) SFU: Self-reporting is available from Dec. 3rd to Feb. 28th for students to report final Grade 11 and Term 1 marks.

If you have applied for the **Undergraduate Scholars Entrance Scholarship**, you need to self-report by January 15th.

If you have applied for the **Beedie School of Business,** you need to self-report by February 8th.

Otherwise, the deadline for all students to self-report is February 28th.

http://www.sfu.ca/students/admission/admission-requirements/applied/fall.html

2) **University of Victoria:** Self-reporting is open from Feb 15th- March 31st. Students can only self-report once in the portal.

https://www.uvic.ca/future-students/undergraduate/applied/self-reporting/index.php

3) University of Alberta: Self-reporting for final Grade 11 marks is available right after your application is complete, but they want students to wait until Term 2 is finished to self-report Grade 12 interim marks. You can go onto the website and update your self-reported grades on a continuous basis until April 30th,or until you receive an offer of admission.

https://www.ualberta.ca/admissions/undergraduate/admission/after-you-apply/submit-updates

4) **Western University:** Self-reporting is required using the Self-Reported Grades form below:
http://welcome.uwo.ca/admissions/forms/self_reported_grades.html

 5) **University of Toronto:** Students should self-report through their Join portal. If students have not heard back by March 15th, they should go back into the portal and update their self-reported marks. **Students also need to upload a copy of their Term 1 transcript into the portal.**

6) McGill: Self-reporting is required: either from Jan 6th to Feb 1st (optional early self-reporting period)

Or from March 1st to May 1st (regular self-reporting).

https://www.mcgill.ca/applying/nextsteps/documents/self-report

7) **Capilano University:** Students should self-report their grades between January 15th and March 31st.

https://www.capilanou.ca/admissions/apply-to-capu/report-your-high-school-grades/

8) **KPU (Kwantlen):** requires self-reporting only for specific programs (Mechatronics, Public Relations, Computer Aided Design and Drafting, Engineeering and Environmental Protection Technology). Self-reporting form is due by March 1st.

http://www.kpu.ca/sites/default/files/Admissions/Self-Reporting%20Form_0.pdf

Schools that Require Term 1 Transcripts:

Uploading unofficial school transcripts (with your Term 1 grades) is needed for some universities/colleges before they receive grade information from the Student Transcripts Service. **I would recommend sending these transcripts after you receive your Term 1 marks/in early January, or right after you apply. See below for guidelines.**

These transcripts will be unofficial transcripts (the black and white version that says SDSS at the top). They should have your Grade 11 final grades and your Grade 12 Term 1 marks. You should be able to access them on Student or Parent Connect, or if you cannot find them I can send you a PDF version.

Guidelines for transcripts (send after December 15th or right after you apply):

Queens: Transcripts need to be sent by the school by email. So if you have applied to Queen's, please send me an e-mail or come see me to request your Term 1 transcript to be sent.

U of Calgary: Students can upload their transcript into their Student Centre. If students have not heard back by March 15th, they can upload their transcript with Term 2 marks on March 15th (this is the final deadline for interim transcripts being uploaded into the Student centre).

U of Toronto: Students need to upload a copy of their transcript to the U of T portal (Join). **Self-reporting of grades is also required.**

McMaster: Transcripts need to be signed by the school (myself) and sent by email to macdocs@mcmaster.ca. The email needs to include your OUAC reference number and your MacID. If you have applied, please let me know and we can arrange for your transcript to be sent.

Waterloo: Transcripts need to be sent by the school by e-mail. If you have applied to Waterloo, please send me an e-mail or come see me to request your Term 1 transcript to be sent.

U of Guelph: Transcripts need to be sent by e-mail to applicant@uoguelph.ca. Students can send their transcripts directly to this e-mail, it does not have to be sent by the school. Please include your full name and your Guelph student ID number if you have one.