

## Instructions for the Online Post Secondary Institutions (PSI) Selections Form

The only students who should submit this form are in Grade 12 for the 2015/16 school year, expecting to graduate this school year, and applying to a PSI for September 2016 admission. Returning graduates who complete additional courses in the 2015/16 school year may also complete the PSI Selections Form.

Students may make their PSI Selections between **October 9<sup>th</sup> and July 15<sup>th</sup>** this school year.

### The following 2 points address the submission deadlines associated with this form:

- Interim transcript information will be forwarded to BC Electronic PSIs and the Ontario University Application Centre (OUAC) in early-May if students submit these Section 1 selections by May 1. <u>Note</u>: Students who select University of Alberta and/or University of Calgary in Section 3 will also have their interim transcript provided to this PSI.
- **Final** transcript information will be forwarded by July 30 to all PSIs selected from Sections 1, 2 and 3. Students must complete the PSI Selections Form by **July 15**.
- If students select BC Electronic PSIs and/or OUAC by May 1, their transcript information will also be forwarded automatically in late July.
- Section 1 of the PSI Selections Form allows students to select one or both of BC Electronic PSIs and the OUAC. In addition to this, students may make a **maximum of 6** more selections from Sections 2 and 3. There is no fee for these selections.
- If a specific PSI is not listed in Sections 1, 2 or 3, please send an email with the name and address of the PSI you wish to add to: <u>Student.Certification@gov.bc.ca</u>
- <u>Note</u>: Students should not select PSIs from Sections 2 and 3 unless they are actually applying to these institutions. Students may make additional selections at any time before the July 15 deadline.
- Students are not able to delete their selections once they have been submitted. Therefore, it is important that students choose carefully. Students who use all their selections and then change their minds will be required to complete a *Transcript Request Form* **after July 1** and pay for transcripts to be sent to additional PSIs. <u>www.bced.gov.bc.ca/transcript/</u>

The information on the following pages will help you guide your students through the process.

### Accessing the online PSI Selections form

Students access the online PSI Selections form from the Student Secure Web at <u>www.bced.gov.bc.ca/exams/tsw/tsw/student/</u>. Schools do not have access to this site. This is a personal document that requires students to provide authorization for the ministry to release their information to outside institutions.

- Students who do not yet have a SSW account will need to create one on the SSW website prior to gaining access to the PSI Selections form. Students must enter their First Name, Last Name and Date of Birth exactly as it is currently recorded at the Ministry of Education, along with their Personal Education Number (PEN).
- If a student does not know their PEN, it can be found either in previous student records, at their last school of attendance, or via <a href="http://www.bced.gov.bc.ca/pen/student/penobtain.htm">http://www.bced.gov.bc.ca/pen/student/penobtain.htm</a>
- If a student cannot access their account and it has been <u>more than 1 year</u> since they logged in, they need to recreate their account by using the "Create Account" link.
- If it has been <u>less than 1 year</u> since a student last logged into their account, they should use the "Forgotten your password?" link. An email will be sent with their log-in information.
- If some students can no longer access the email account they provided, please email a list of student names and their PENs to <u>Student.Certification@gov.bc.ca</u>. Temporary passwords will be provided.

**Step 1:** Students log into their account through the *Student Secure Web* and select the link *"Post Secondary Institution Selections"* 



Step 2: Students should carefully read the "Important Notes" before clicking the "Select PSIs" link.



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TSW-1022

# Important Notes: Only submit this PSI Selections Form if you are currently a Grade 12 student for the 2015/16 school year, expecting to graduate this school year, and applying to a PSI for September 2016 admission. In addition to selecting one or both options in Section 1 of the PSI Selections Form, you may submit a maximum of 6 selections in Sections 2 and 3. If you need transcripts sent to additional PSIs at the end of July, submit an online order after July 1st, 2016 for a fee at: www.bced.gov.bc.ca/transcript/. · For your interim transcript information to be forwarded in early May to BC PSIs, the Ontario Universities Application Centre (OUAC), the University of Alberta, or the University of Calgary, selections must be submitted by May 1, 2016. If you are applying to a school on the Ontario University Application Centre (OUAC) list, please ensure that you include your Personal Education Number (PEN) on your application. The OUAC uses your PEN to match your transcript records with your application. You must complete all your PSI selections no later than July 15, 2016, to ensure that your final transcript information will be sent to your selected PSIs by July 30, 2016.

#### **PSI Selections**

- Select PSIs
- <u>View PSI Selections</u>

**Step 3:** Section 1 allows students to select all of the BC Electronic PSIs and/or the Ontario University Application Centre (OUAC). In addition, students may make a total of 6 more selections from Sections 2 and 3.

Once all choices have been selected, students click the "*Next*" button to proceed to the authorization page.

QUICK METU	
Home   Provincial Results   Unofficial Transcript   Post Secondary	Institution Selections   Change Password   Change Email   Logoff
Post-Secondary Institutions (PSI) Selection	s Form TSW-102
Section 1: Electronic Post Secondary Institutions (P	SI)
Electronic PSIs Selection	
<ul> <li>PSIs in this section will have access to transcripts electroni</li> <li>Click the "<u>Display list</u>" links below to view which PSIs are in</li> <li>These PSIs cannot be selected individually in Sections 2 or</li> </ul>	cally from the Ministry. icluded. r 3 below.
Forward my transcript to all BC Electronic PSIs:	☐ Yes
Display list of BC Electronic PSIs	
Forward my transcript to all OUAC Electronic PSIs:	□ Yes
Display list of OUAC Electronic PSIs	
Section 2: BC non-Electronic PSIs	
<ul> <li>Do not select PSIs in Section 2 or 3 unless you are actually</li> <li>BC PSIs in this section receive paper transcripts from the M</li> <li>You are permitted a total of 6 selections from Sections 2 8</li> </ul>	/ applying. linistry in <b>late July only</b> . & 3. Additional selections will not be processed.
NOTE: If you can't find the PSI you are looking for, check Sections	1 and 3 on this page and then see your counsellor.
Choose from the list of PSIs on the left. Your PSI selections will be o	displayed on the <b>right</b> .
Available PSIs	Selected PSI(s)
ACADEMY OF EXCELLENCE (VICTORIA) ACADEMY OF LEARNING (BURNABY) ACADEMY OF LEARNING (KAMLOOPS) ACADEMY OF LEARNING (MAPLE RIDGE) ACADEMY OF LEARNING (NORTH VANCOUVER) ACADEMY OF LEARNING (VANCOUVER) ACADEMY OF LEARNING (VERNON) ACADEMY OF LEARNING (VERNON) ACADEMY OF LEARNING (VICTORIA) ACADEMY OF LEARNING - LANGLEY ADVANCE SCHOOL OF HAIR DESIGN (VICTORIA) ADVANCED BUSINESS COLLEGE (VANCOUVER)	1> nove
Section 3: Other Post Secondary Institutions Outside	e of BC
<ul> <li>Do not select PSIs in Section 2 or 3 unless you are actually</li> <li>This section contains all PSIs outside BC. Transcripts for the of Alberta who will receive interim transcript data as early as</li> </ul>	/ applying. tese selections will be sent in <b>late July only</b> except for University s November 2014. & 3. Additional selections will not be processed.
<ul> <li>You are permitted a total of 6 selections from Sections 2 &amp; NOTE: If you can't find the PSI you are looking for, check Sections</li> </ul>	1 and 2 on this page and then see your counsellor.
You are permitted a total of 6 selections from Sections 2 & NOTE: If you can't find the PSI you are looking for, check Sections Choose from the list of PSIs on the left. Your PSI selections will be Either Available PSIs by Country	a 1 and 2 on this page and then see your counsellor. displayed on the <b>right</b> .
You are permitted a total of 6 selections from Sections 2 8 NOTE: If you can't find the PSI you are looking for, check Sections Choose from the list of PSIs on the left. Your PSI selections will be a Filter Available PSIs by Country All	a 1 and 2 on this page and then see your counsellor. 
You are permitted a total of 6 selections from Sections 2 & NOTE: If you can't find the PSI you are looking for, check Sections Choose from the list of PSIs on the left. Your PSI selections will be Filter Available PSIs by Country All All All All All All All All All Al	a 1 and 2 on this page and then see your counsellor. displayed on the <b>right</b> . Selected PSI(s)

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**Step 4:** Students must confirm and authorize the ministry to forward their information as requested.



**Step 5:** Students should print off this page as a confirmation of their selections. Alternatively, this page can also be viewed by selecting the *"View PSI Selections"* link on the introduction page (Step 2).

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Email   Logoff	

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#### Current PSI Selections

PEN	Date Updated
	x

PSI Code	Your marks will be forwarded to the following Post Secondary Institutions
888	ALL OUAC POST SECONDARY INSTITUTIONS:
999	BC "ELECTRONIC" PSI LIST: