

SJC Diploma in Liberal Arts

Transcript Submission Resources

Use this document to understand official transcript requirements and how to get yours delivered in time to support your application and/or admission.

GENERAL INFORMATION

What is a transcript?

Transcripts list the courses you took, the schools you attended, when you attended, and your final marks. These are used to confirm unconditional admission into the program. Current high school students can self-submit marks in the application to secure a conditional offer of admission.

What makes a transcript “official”?

Transcripts are only accepted as official if they arrive directly to St. Joseph’s College Admissions from the appropriate issuing institution or ministry.

If your issuing institution or ministry delivers by mail, please provide the full address:

St. Joseph’s College Admissions
University of Alberta Campus
11325 89 Ave NW
Edmonton, AB T6G 2J5

If your issuing institution or ministry uses email, please provide the following email:
sjcapply@ualberta.ca

The transcript cannot be forwarded and must come directly from a recognized out-of-province institutional domain (e.g., NOT gmail.com, outlook.com, etc.).

When should I order my official transcript?

If you have already graduated high school: Order official high school transcripts as soon as possible to complete your application. Your application cannot be reviewed for admission until your official transcripts are received by St. Joseph’s College.

If you are still in high school or awaiting exam results: Order your official transcript *after* your exam marks (including diploma exams, if applicable) and final grades are processed. For students graduating high school in spring 2027, final grades are generally available by early July. For Alberta students, myPass allows you to specify an order be sent following an exam session.

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If you took Advanced Placement or International Baccalaureate courses: If your AP and/or IB marks appear on your high school transcript, then only the high school transcript is needed as soon as possible at the application stage (unless you self-submit marks). Official AP and/or IB transcripts may become necessary to meet admission conditions (this would be communicated in an offer of admission letter).

If you took post-secondary courses: Applicants with prior postsecondary studies must still meet the basic admission requirements for high school students, so submit official high school transcripts as soon as possible to have your application considered for admission. Transcripts from all post-secondary institutions attended may become necessary to meet admission conditions (this would be communicated in an offer of admission letter).

All official transcripts required to meet conditions of admission must be received by the SJC document deadline of **August 1.**

RESOURCES BY PROVINCE/TERRITORY

Find the province in which you are graduating or graduated high school in the list below for resources on how to request your official transcript (click it or go to the pages indicated).

[Alberta](#) (p. 3)

[British Columbia](#) (p. 3)

[Manitoba](#) (p. 3)

[New Brunswick](#) (p. 4)

[Newfoundland and Labrador](#) (p. 4)

[Northwest Territories](#) (p. 4)

[Nova Scotia](#) (p. 4)

[Nunavut](#) (p. 4)

[Ontario](#) (p. 4)

[Prince Edward Island](#) (p. 5)

[Saskatchewan](#) (p. 5)

[Quebec](#) (p. 5)

[Yukon](#) (p. 5)

[Advanced Placement](#) (p. 6)

[International Baccalaureate](#) (p. 6)

[Home School/Non-Standard Curriculum](#) (p.6)

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ALBERTA

Alberta applicants send official transcripts via myPass for a \$20 fee.

- myPass: <https://public.education.alberta.ca/PASI/myPass/welcome>
- Sign up for a myPass account: <https://www.alberta.ca/student-information-high-school-transcripts#jumplinks-1>
- See a video on how to order your official transcript: <https://www.youtube.com/watch?v=2tXQCuNSvb4>

Once logged into your myPass account:

- Look under “Document Orders”
- Select “Order Transcript”
- Ensure your name appears correctly and click “Order”
- Under *Recipient information*, choose “Organization” and select “St. Joseph’s College (Edmonton, Alberta)” from the dropdown menu.
- Under *Transcript Details*
 - To be Issued: Select what makes sense for your situation
 - Document Language: English please!
 - Number of Copies: 1
 - Include Schools: Yes - include school names and codes on transcript.
- Click “Add to my order” and follow the prompts to complete your order.

St. Joseph’s College will receive the digital transcript within roughly 24 hours.

BRITISH COLUMBIA

You can order your transcript online from the BC Ministry of Education:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

MANITOBA

Current Grade 12 students should contact the administrative office of their school for instructions on ordering their official transcript. High school graduates can order their transcript online from Manitoba Student Records:

<http://www.edu.gov.mb.ca/k12/studrec/marks.html>

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NEW BRUNSWICK

Official high school transcripts can be obtained from the school you attended or the school district office. School and school district contact information can be found in the provincial school directory: <https://www.nbed.nb.ca/schooldirectory/>

NEWFOUNDLAND AND LABRADOR

You can order your transcript online from the Newfoundland & Labrador Department of Education: <https://www.gov.nl.ca/education/k12/highschool/transcripts/>

NORTHWEST TERRITORIES

You can order your transcript online: <https://www.ece.gov.nt.ca/en/content/request-transcript>

NOVA SCOTIA

You can order your transcript from the school you attended. Find instructions and a directory of public schools here: <https://www.ednet.ns.ca/diplomas-and-transcripts-marks>

NUNAVUT

You can order your transcript online: <https://www.gov.nu.ca/en/education-and-schools/student-transcripts>

ONTARIO

For a copy of your secondary school transcript, contact your school through the provincial directory: <https://www.ontario.ca/page/find-elementary-or-secondary-school>
Some school boards maintain records in a central office, so you may be referred to the school board to obtain your transcript.

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PRINCE EDWARD ISLAND

Official PEI high school transcripts can be obtained from the school you attended. A list of high schools can be found online: <https://psb.edu.pe.ca/our-schools>

SASKATCHEWAN

You can order your transcript online from the Saskatchewan Ministry of Education: <https://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/requesting-transcripts-for-high-school>

QUEBEC

You are responsible for ensuring that your final official transcripts are sent directly from your CÉGEP (or Grade 12 equivalent) institution.

YUKON

If you have been out of school for less than 5 years, your high school transcript can be obtained from the school you attended. Use the Government of Yukon's "Find a school" site: <https://yukon.ca/en/education-and-schools/kindergarten-grade-12/find-school>

If you have been out of school for longer than 5 years, you can request your transcript online through the Government of Yukon site: <https://yukon.ca/en/school-transcript>

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ADVANCED PLACEMENT (AP) & INTERNATIONAL BACCALAUREATE (IB)

If you took International Baccalaureate (IB) or Advanced Placement (AP) courses, those transcripts may become required to confirm admission.

AP students can send via College Board: <https://apstudents.collegeboard.org/sending-scores>

IB students can send via the IB website: <https://ibo.org/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>

HOME SCHOOL/NON-STANDARD CURRICULUM

If you are/were a home school student who completed a standard curriculum in part or whole, then you can order your official transcripts through the channels shared above. You may be asked to provide additional support for any courses submitted for admission that do not appear on your official transcript.

If you are/were a homeschool student following a non-standard curriculum, reach out to sjcapply@ualberta.ca before applying to talk through submitting a home school/education transcript or portfolio of learning.