

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

GENERAL INFORMATION

What is a high school transcript?

High school transcripts list the courses you took, the high schools you attended, when you attended, and your final grades. You can self-submit marks in your application to secure conditional acceptance, but an official transcript is required to confirm final admission.

What makes a transcript “official”?

To be official, a transcript must come directly to SJC from the issuing institution or ministry.

When should I order my official transcript?

Order your official transcript after your exam marks (including diploma exams, if applicable) and final grades are processed for the five subjects you intend to use for your application. 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.

Past high school graduates can order their official transcripts at their convenience as their final grades are already processed.

For transcripts sent by mail (this will apply to some out-of-province applicants), ensure you order them in time for them to arrive at SJC before the document deadline.

Your final official high school transcripts must be received by the SJC document deadline of **August 1 to confirm unconditional admission.**

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GENERAL INFORMATION (CONTINUED)

IMPORTANT: 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 them the following 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. The transcript must come directly from a recognized out-of-province institutional domain (e.g., NOT gmail.com, outlook.com, etc.).

If you intend to submit International Baccalaureate (IB) or Advanced Placement (AP) courses for admission and/or transfer credit, those transcripts are required as well.

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)

Transcript Submission Resources

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*, select “Organization” and then find “St. Joseph’s College (Edmonton, Alberta)” in 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.

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 intend to submit International Baccalaureate (IB) or Advanced Placement (AP) courses for admission and/or transfer credit, those transcripts are required as well.

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 transcript 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.