

Grade 12?

Applying to University / College?

You should complete the Online PSI Selections Form

What is it?

Online Post-Secondary Institutions (PSI) Selections Form

The Ministry assists each graduating student planning to pursue post-secondary education by sending a copy of his or her transcript data at the end of July to post-secondary institutions indicated on the *Online PSI Selections Form*.

The *Online PSI Selections Form* is designed to:

- Allow graduating students to select which post-secondary institutions will receive their final transcripts at the end of July.
- Authorize the Ministry to provide final transcript data to British Columbia Electronic Post-secondary Institutions (BC PSIs) and the Ontario Universities Application Centre (OUAC) and send final transcripts to all selected post-secondary institutions at the end of July.

How to sign up.....

www.bced.gov.bc.ca/exams/tsw/tsw/student/

- You must have your PEN (Personal Education Number)
- You can get your PEN from any previous report card or from your school counsellor
- Create an account. Remember your Password!
- Follow the online instructions. Ask your school counsellor for help if needed.

**POST SECONDARY INSTITUTIONS FORM
(PSI)**

If you are planning on attending a Post Secondary Institution, it is your responsibility to ensure that your official marks are being sent from the Ministry of Education.

Follow the corresponding steps:

Step 1: Go to the Ministry of Education exams site www.bced.gov.bc.ca/exams/

Step 2: Click on the “Student Secure Web” icon

Step 3: Log into account or create new account

**** To create a new account, you need your PEN (Personal Education Number). Your report card has your PEN on the top right corner. You can also get it from your counsellor.*

Step 4: Confirm email address and click on submit

Step 5: Click on Post Secondary Institutions Selections

Step 6a: Click on Select PSI’s

6b: Click on Display BC PSI and check yes if institution is listed

6c: Click OUAC (Ontario) Electronic PSI and check yes if PSI is listed

6d: Go through BC non Electronic PSI and Other PSIs Outside of BC if these selections are applicable (Click next)

****Make sure you check the permission box on the bottom*

6e: Confirm your selections

*****Print a copy for your records*****

***** See your counsellor if PSI is not listed.**