



**Changes have been made to how BC high school students will be expected to submit their transcripts to Queen's University.** This change will simplify the process on your end, be less stressful for students, and lead to faster admission decisions. **Queen's will now require BC curriculum applicants to arrange for their grades to be electronically submitted via the Ontario Universities' Application Centre (OUAC).** This will ensure that grades will be sent electronically to Queen's on an ongoing basis.

### The Process

Your students must arrange for their grades to be electronically submitted by establishing a connection between the OUAC's Post-Secondary Information (PSI) system and the BC Ministry of Education's Student Transcript Services (STS) system.

To establish this connection, there are two steps your students must take **as soon as possible after they have applied**:

1. Provide their Personal Education Number (PEN) as part of their OUAC application.
2. Authorize the BC Ministry of Education to release their academic information (transcript) to OUAC through the STS. They should select Ontario Universities' Application Centre (OUAC) when placing their order. [Learn more.](#)

We will be adding an item to each student's "To-Do List" on their Queen's student portal (SOLUS) outlining the steps they need to take, if they have not already done so.

### Important Notes

- As your students' midterm/interim results and course enrolments are reported to the Ministry, **please do not send transcripts to Queen's by email, hardcopy mail or document upload.**
- The transcript that students will see when they register with STS to send grades to OUAC will only show completed courses. The transcript that STS sends to OUAC will show interim grades as well as course enrolments that have been reported to the Ministry.
- Counsellors are to submit all course enrollments and course attempts, including repeated courses, to the Ministry.

When you submit updated grades to the Ministry, they will show up on STS and be transmitted to OUAC on an ongoing basis, provided the student has given their PEN on their OUAC application.