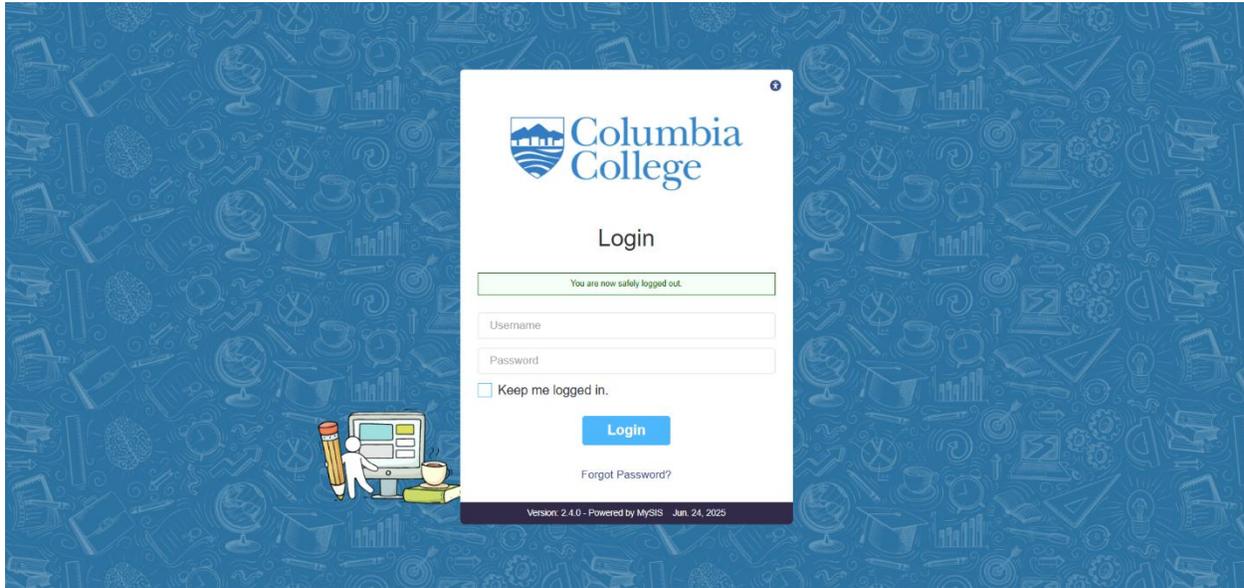
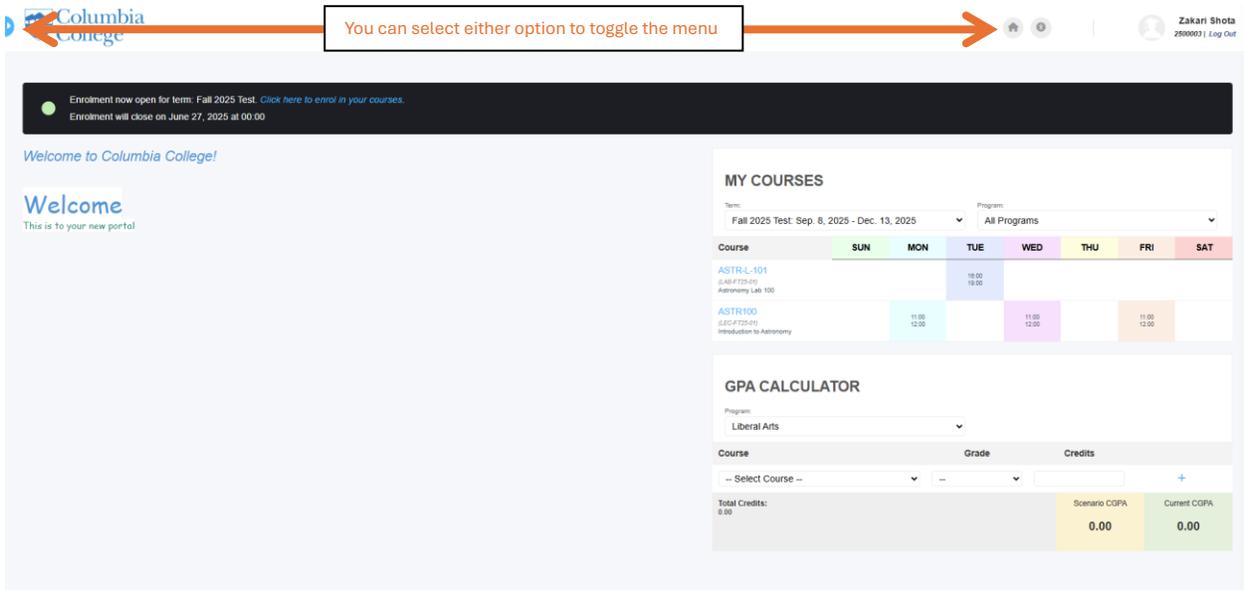


How to Request Transcript

1. Login with your Student Portal/ Moodle credentials on MySIS



2. Click “” OR “”



3. Select “Request Forms”

The screenshot shows the Columbia College student portal. The left sidebar contains a menu with the following items: My Profile / Settings, My Courses, My Records, Workshops, Request Forms, and Library Resources. The 'Request Forms' item is highlighted with an orange arrow. The main content area displays a welcome message and a 'MY COURSES' section with a table of courses. The table has columns for days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and rows for courses ASTR-L-101 and ASTR100. The GPA CALCULATOR section is also visible below the courses table.

Course	SUN	MON	TUE	WED	THU	FRI	SAT
ASTR-L-101 (LAB F725-01) Astronomy Lab 100			10:00 10:00				
ASTR100 (JECF F725-01) Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00	

4. Under “Request Forms”, select Transcript Request Form.

The screenshot shows the Columbia College student portal with the 'Request Forms' menu expanded. The 'Transcript Request Form' item is highlighted with an orange arrow. The main content area is the same as in the previous screenshot, showing the welcome message, 'MY COURSES' table, and 'GPA CALCULATOR' section.

Course	SUN	MON	TUE	WED	THU	FRI	SAT
ASTR-L-101 (LAB F725-01) Astronomy Lab 100			10:00 10:00				
ASTR100 (JECF F725-01) Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00	

5. Complete all the necessary fields. In the “Issue to” field, enter the recipient’s email address. Then, select “Continue”

The screenshot shows the 'TRANSCRIPT REQUEST FORM' page. The form includes fields for Student Number, Last Name, First Name, Student Status (Current Student or Former Student), Transcript Recipient, Delivery Method, and Request Reason. Below these is a section for 'DOCUMENT INPUTS: TRANSCRIPT - OFFICIAL' with an 'Issue To' field. A blue 'Continue' button is circled in orange, with an orange arrow pointing to it from the right.

6. Either “Pay by Credit Card” or “Pay with Flywire”

The screenshot shows the 'TRANSCRIPT REQUEST FORM' page with the 'PLEASE CONFIRM' section. It displays the following details: Student Status: Current Student; Transcript Recipient: Other Recipient; Personal Email: zshota@gmail.com; Delivery Method: Regular (allow 2 business days to process); Processing Time: Immediately; Request Reason: Transfer to a university. Below this is the 'DOCUMENT INPUTS: TRANSCRIPT - UNOFFICIAL' section with 'Issue To: zshota@gmail.com'. The 'REQUEST FEE TOTALS' section shows a 'Total Request Fee' of \$10.00. A yellow banner states: 'A fee of \$10.00 CAD is required to process your request. Please select from the available online payment methods below'. Two options are circled in orange: 'Pay by Credit Card' and 'Pay with Flywire', with orange arrows pointing to them from the right. An 'Edit Request' button is located at the bottom center.

7. A. If you opt “Pay by Credit Card.” Complete all the necessary fields and click confirm request.

The screenshot shows a web interface for a payment request. On the left is a dark sidebar with a menu including 'Request Refund', 'Term Leave of Absence', 'TEST - Payment Plan', 'TEST - Re-Application', 'TEST - Refunds', 'TEST - Transcript Request', 'Transcript Request Form', 'Update Address Information', and 'Update Social Insurance Number (SIN)'. Below the menu is 'Library Resources'. The main content area is titled 'DOCUMENT INFO: TRANSCRIPT - UNOFFICIAL' and shows 'Issue To: zshota@gmail.com'. A 'REQUEST FEE TOTALS' section indicates a 'Total Request Fee' of '\$10.00'. A yellow banner states: 'A fee of \$10.00 CAD is required to process your request. Please select from the available online payment methods below:'. Two options are shown: 'Pay by Credit Card' (with a card icon) and 'Pay with Flywire' (with a flywire logo). The 'CREDIT CARD DETAILS' section includes: 'Payment Amount: \$10.00', 'Credit Card Type: -- Select Credit Card Type --', 'Name on Credit Card' (text input), 'Credit Card Number' (text input), 'Card Security Code [?]' (text input), and 'Card Expiry' (Month and Year dropdowns). At the bottom are two blue buttons: 'Edit Request' and 'Confirm Request'. The 'Confirm Request' button is circled in orange with an orange arrow pointing to it from the right.

B. If you opt “Pay with Flywire.” Make sure all the details are accurate, then click next and choose your payment method.

This screenshot shows the 'Payer info' section of the payment portal. It includes the Columbia College logo and the text 'Columbia College - Vancouver, CA' with the URL 'http://columbiacollege.ca'. Below this is the heading 'Payer info' and the instruction 'Please provide the details of the person paying'. The form contains several fields: 'First name *' (Zakari), 'Family name *' (Shota), 'Email *' (zshotra@gmail.com), 'Address 1 *' (1234 Roger), 'City *' (Vancouver), 'Phone number *' (+1 356868), and 'Country or region *' (Canada). At the bottom of the form is a blue button labeled 'NEXT', which is circled in orange with an orange arrow pointing to it from the right. The footer shows 'English', 'Help', and 'Powered by flywire'.

This screenshot shows the 'Select payment method' section of the payment portal. It includes the Columbia College logo and the text 'Columbia College - Vancouver, CA' with the URL 'http://columbiacollege.ca'. Below this is the heading 'Select payment method' and a 'Back' button. The form lists several payment options, each with a radio button, a logo, a description, and a total amount: 'Interac E-Transfer' (CAD11.00, Includes CAD1.00 fee), 'Debit/Credit in CAD' (CAD10.00), 'Credit card in CAD - Service fee 2.5%' (CAD10.25, Includes CAD0.25 fee), 'Debit card in CAD - Service fee 1.5%' (CAD10.15, Includes CAD0.15 fee), and 'Online Bank Transfer in CAD' (CAD12.00, Includes CAD2.00 fee). At the bottom of the list is a partially visible option 'Direct Debit (CAD)' (CAD12.00). At the bottom of the form is a blue button labeled 'NEXT', which is circled in orange with an orange arrow pointing to it from the right. The footer shows 'English', 'Help', and 'Powered by flywire'.