

# College On-Line Application Procedures



[www.ontariocolleges.ca](http://www.ontariocolleges.ca)

## Website Highlights:

### Choose a College

→ provides information about all colleges in Ontario and links to help you learn about paying for college

### Find a Program

→ 4800 programs offered by 28 publically funded Ontario colleges

### How to Apply

→ complete and submit your application

### Create an Account

→ click here to begin creating your account

### Log in

→ after you have set up your account click here to sign in to view your profile, make changes to your application, see your payment information, view offers

## What do I need to do before I sit down to register?

- Research colleges and programs
- Check out college publications, websites and tours
- Take a look at the Ontario College's Handbook
- Set up a valid e-mail account
- Username – same as your email address
- Password (minimum 8 characters and max 14 characters; must include 1 uppercase and 1 lowercase letter, 1 number, 1 symbol)
- Record your username and password** in your application folder
- You will need your OEN (Ontario Education Number) \_\_\_\_\_
- You need your Student Number \_\_\_\_\_
- Know your correct address and postal code
- Have a Visa or Mastercard #, including expiry date, to pay on-line (recommended)
- Check out the how to apply tutorial at  
<http://www.ocas.ca/resources/high-school-and-board-staff.html>

You can find this on your timetable

## Important Due Dates:

- Feb 1<sup>st</sup> – Equal Consideration Date
- Feb 1<sup>st</sup> – Earliest Offer Date
- May 1<sup>st</sup> – Deadline to Confirm Offers of Admission
- Mid June – Earliest Tuition Due Date

# APPLY BY FEBRUARY 1, 2019

## Applying

### STEP 1: Create an Account

- ⇒ Go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca) > Apply Now > Create an Account
- ⇒ Fill out the required fields
- ⇒ Click the link to activate your account
- ⇒ You will also receive an email where you can also activate your account (check your junk/spam mailbox if you did not receive an email)

### STEP 2: My Home

- ⇒ Log-in using your username and password
- ⇒ Complete the Privacy Statement
- ⇒ Applicant Dashboard: Important information about your application is found here. **Check regularly**

### STEP 3: My Profile

- ⇒ Click “Get started with your College Application”
- ⇒ Complete the profile section by completing each section (personal information, contact information, second consent, citizenship & residency, education, financial support, and experience – related to your choices)
- ⇒ As you complete each section, press “Save and continue to Next Step”
- ⇒ Under the Education Tab select your High School (OCAS will obtain your information from the school)  
**Important** - Click the radio button that states I am currently attending this school/institution.
- ⇒ All sections must be completed (even if they do not apply to you). A checkmark ( ✓ ) will appear after each section is completed
- ⇒ Click save to continue to the next step

### STEP 4: My Applications

- ⇒ Click “I want to start college between Aug 2019 and Jul 2020”.
- ⇒ **Program Choices**
  - Print this page so you have a record of your Account Number and Application Number
  - List your programs in order of preference
  - Search for programs at one college or at all colleges
  - Enter one word of the program title or program code
  - **Make sure you select the correct program start date. (2019/09 is Sept 2019)**
  - Review the information and complete any required fields
  - Click save to return to the program choice screen
  - Click “Search for a Program” to add additional programs
  - Click “Edit” to change program information or “Delete” to remove the program from your application
  - You have 5 program choices, with a maximum of 3 choices at one college
  - Changes made after February 1 for Fall 2019 programs may affect the “equal consideration” of your application
  - Use the green arrows to re-order your program choices (if required)
  - Click “Done Adding Choices” to move to the next step
- ⇒ **Basis of Admission**
  - Answer the questions.
  - Current high school students make sure to click YES for the question “Are you currently enrolled in a high school course?”.
  - Click “Save and Continue to Next Step”.
- ⇒ **Payment Summary**
  - Once programs are added, the application status will be “Unpaid”.
  - Review your fees and click “Process Payment”.
  - A **\$95 non-refundable fee** is due to OCAS in order to process your application.
  - Credit card payment is recommended: see website for alternate payment options.
  - Print the Application Verification page.

### STEP 5: Offers of Admission

- ⇒ Log-in then under My Applications > View offers
- ⇒ You may accept only ONE offer at a time.
- ⇒ If you change mind and want to change which offer you accepted, wait 24 hours then you may accept the new offer (before the expiry date). The new acceptance will cancel your previous one.

## Key Information:

- At any time you may resume your application where you left off.
- Once ALL sections are completed (all have ✓ ), you may return to each section to view or make edits.
- Remember to log out when you finish each session.
- For courses not taken at your home school (i.e. night, summer, correspondence) ensure you submit proof of registration, interim mark and final to [www.ontariocolleges.ca](http://www.ontariocolleges.ca). If you are taking a course at Blossom Park or online, bring in proof to your counsellor to ensure it is entered.
- Check online application for marks submission after final 1<sup>st</sup> semester marks, 2<sup>nd</sup> semester mid-term and final marks. (Log-in > Education > Academic > Data on File)
- There is information about financing your education under “Choose a College > Paying for College”
- To correct high school grades - See your guidance counsellor.
- Offer of Acceptance Information – contact the college to which you applied.

## OTHER:

- **Activity History** – Select the application number and review day-to-day summary, summary of information sent to your college choices.
- Need HELP???
  - 1-888-892-2228;
  - [Ask-Us@ontariocolleges.ca](mailto:Ask-Us@ontariocolleges.ca);
  - Click “Live Help” under “Contact Us”