**How to Apply to College**

Use this checklist to apply to any public college in Ontario from the ontariocolleges.ca application site.

**Quick Facts:**

* Your application is due on ontariocolleges.ca by **February 1, 2018**
* The application fee is $95, which allows for five program choices (up to three at any one college)
* In order to apply, you will need your student number and OEN (both are found on your report card)
* The ontariocolleges.ca site will allow you to apply, review your application and accept offers of admission.

**How to Set Up an Account**

* Go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca)
* Click on “APPLY” to create a new account
* Enter your information to create an account (note: you will not be able to change your username once its created)
* Activate your account by clicking the link provided in the confirmation email. You now have an account!
* Once activated, “Please click here to login”

**How to Apply to a College Program**

* On the first login, you will be asked to accept the Ontario Colleges Email Communication
* From the Applicant Dashboard, click “Start Your College Application”
* Navigate through your MY PROFILE and MY APPLICATION using the tabs on the left panel:
	+ My Profile tabs:
		- Personal Information: complete all required fields, then click Save and Continue to Next Step
		- Contact Information
		- Authorized Users: You may authorize up to three people to also access your account. All actions made are logged in Activity History. Authorized users can be changed at any time. You need the email address for any users you would like to authorize.
		- Citizenship and Residency
		- Education: Only enter fields that apply to you. Enter Stoney Creek and then select Orchard Park from the drop down menu. If this is your fourth year at Orchard Park, you started high school in 2014. **Click that you are a current student**. Make sure your OEN and student number are accurate so that they can match your transcript with your application. Check your “Academic Data on File” to make sure that all grades listed are correct. If there are any errors, please see your guidance counsellor.
		- Financial Support: This does not include OSAP. Many people will not select anything.
		- Experience: Only add jobs or test scores that apply to your area of study.
	+ My Application tabs:
		- Select your start date (For many this will be September 2018).
		- Program Choices:
			* Click on the “Add a Program” button
			* Enter some part of the program title. Select the specific college OR select “all colleges” to browse.
			* When selecting a program, make sure to check the proper PROGRAM DELIEVERY, START DATE and CAMPUS.
			* Click the “Add” button to add a program to your application. Remember: you can add five programs for the $95 fee.
			* Click “Add a Program” to add your next program.
			* Use the up and down arrows beside each selected program to rank them.
		- Basis of Information: Make sure to click that you are a current high school student.
		- Payment Summary:
			* Review your fees and click “Process Payment”. Select method of payment.
			* An email confirmation will be sent.
	+ Activity History tab will review all of your day to day activity including when information has been sent to your college choices. This information is updated nightly.

***Congratulations! You have now successfully applied to college!!!!***

Next steps will include: verifying your grades, updating your application if needed and CONFIRMING AN OFFER sometime after February 1.

Notes/Questions about Presentation: