Ontario College Application User Guide

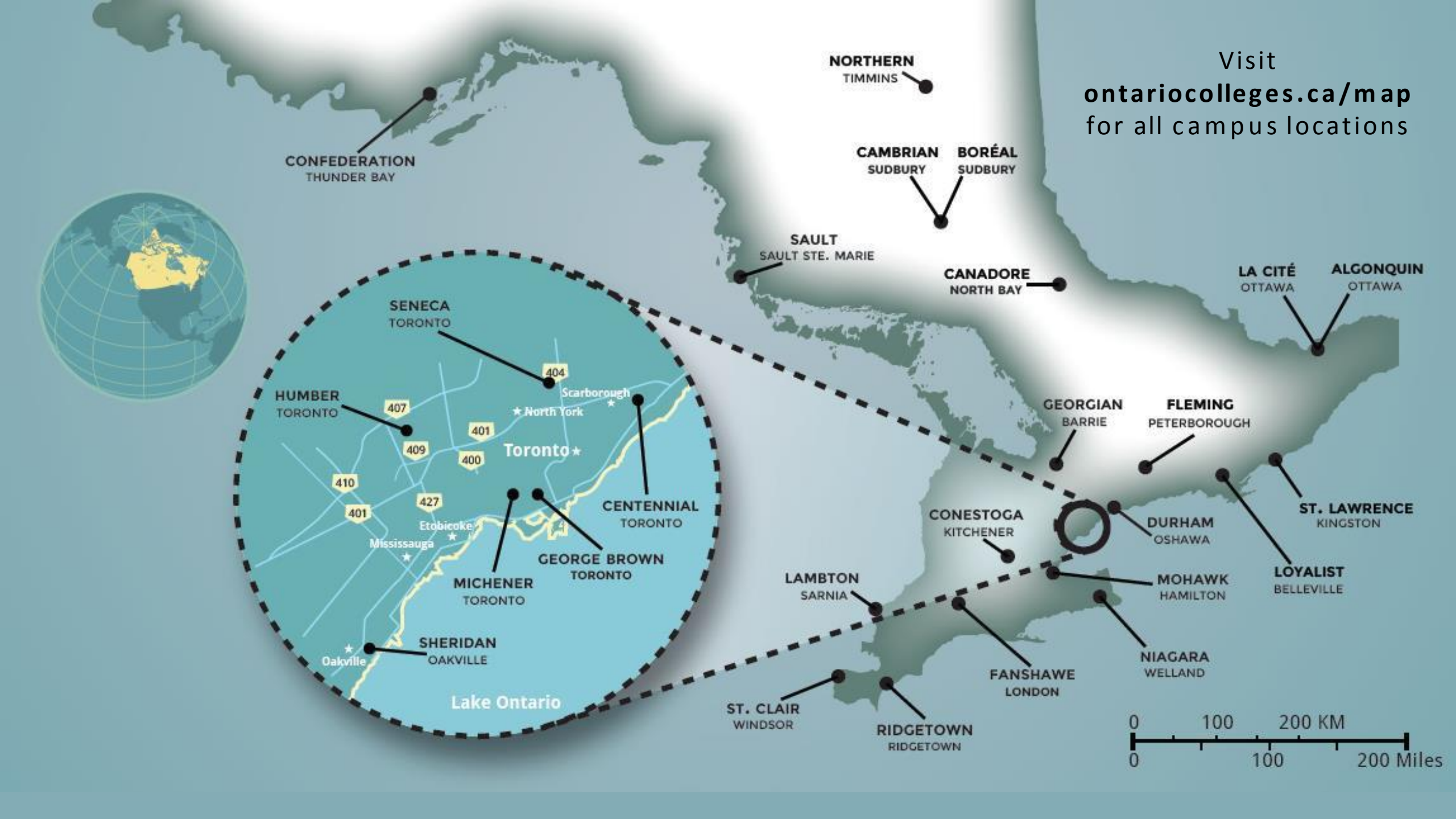
2018 / 2019

ontariocolleges.ca

Applying to College

Video

Research Colleges and Programs


Visit
ontariocolleges.ca/map
for all campus locations
NORTHERN
TIMMINS
CONFEDERATION
THUNDER BAY
CAMBRIAN
SUDBURY
BORÉAL
SUDBURY
SAULT
SAULT STE. MARIE
CANADORE
NORTH BAY
LA CITÉ
OTTAWA
ALGONQUIN
OTTAWA
SENECA
TORONTO
HUMBER
TORONTO
404
407
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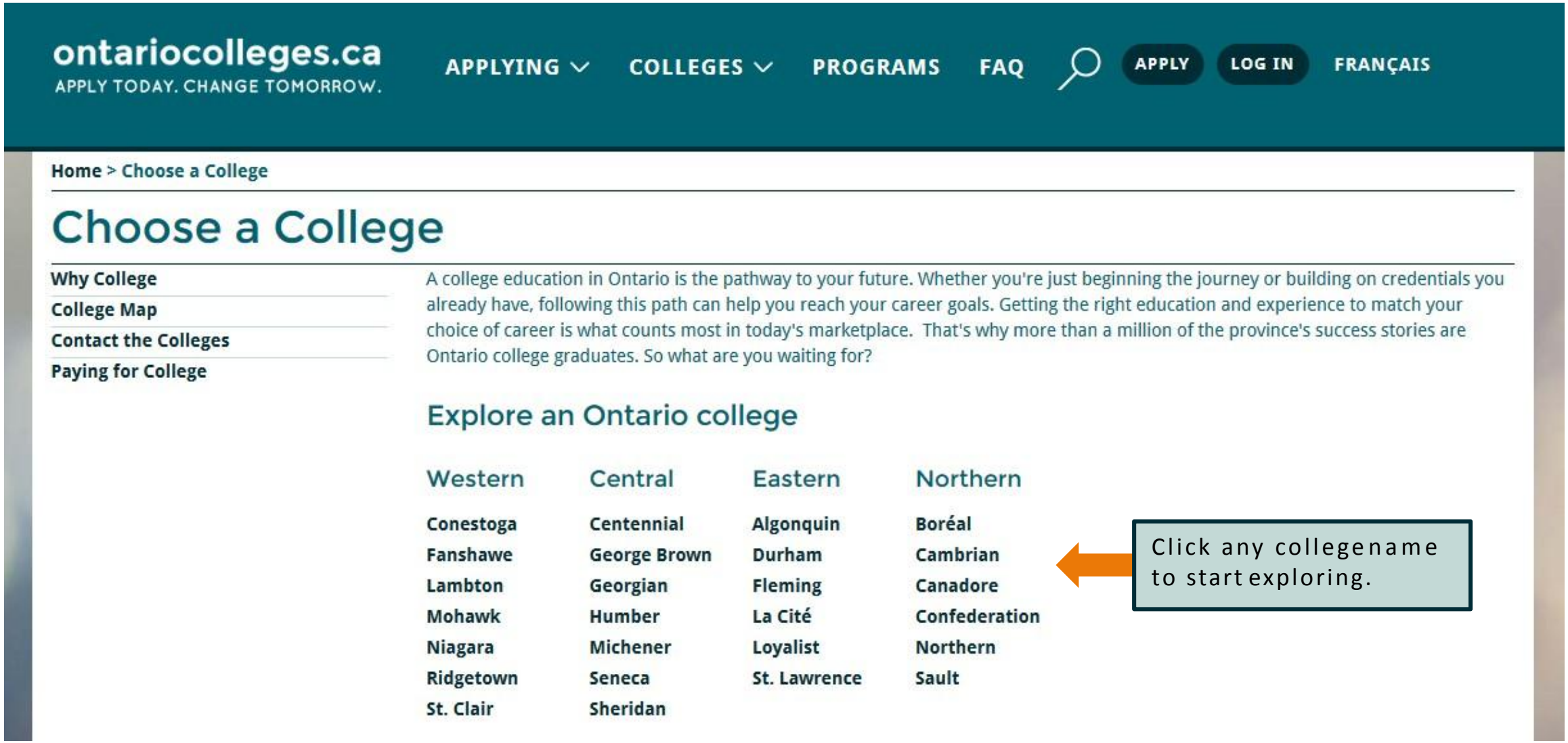
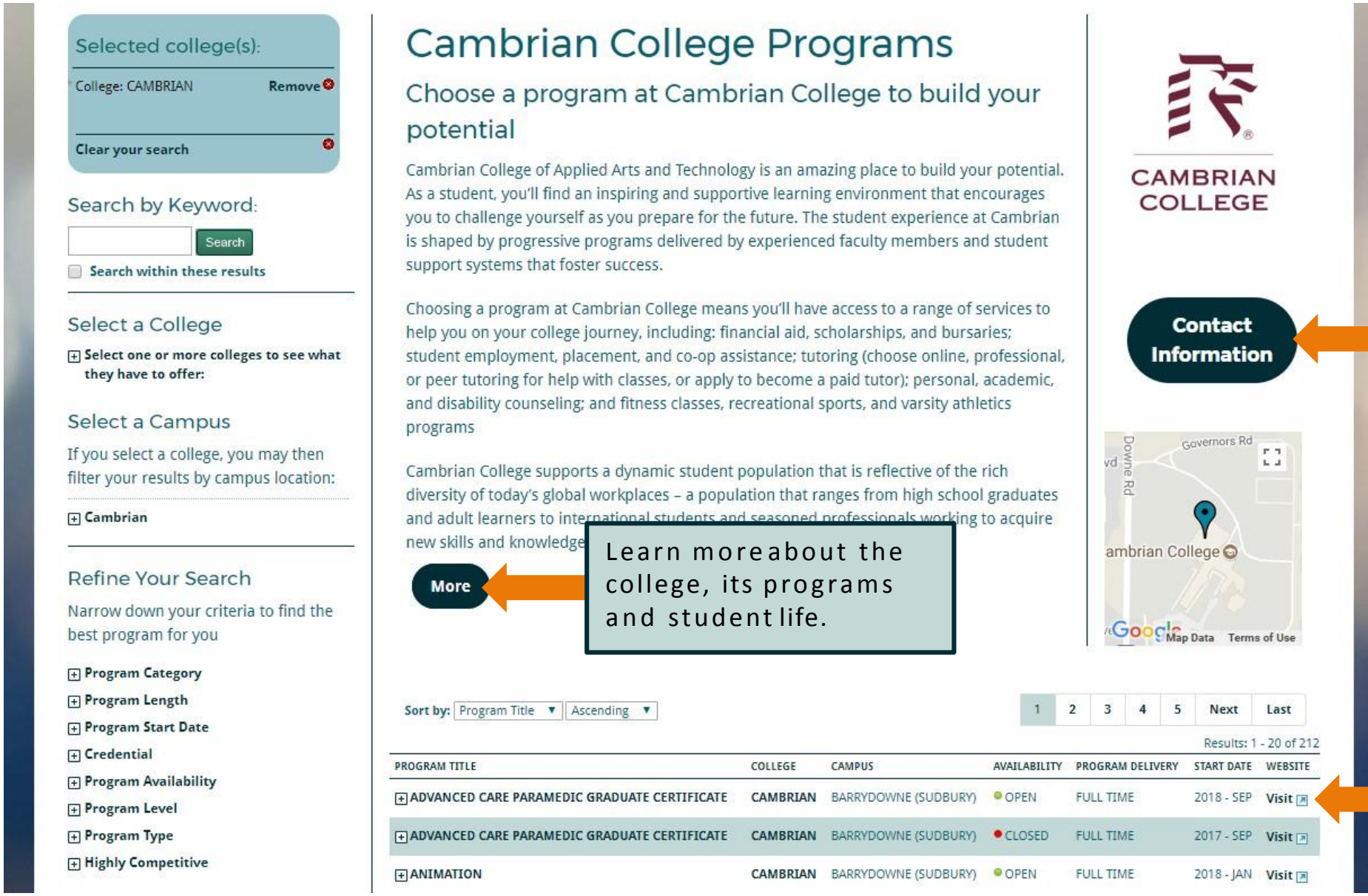
427
Scarborough
North York
Toronto
Etobicoke
Mississauga
Oakville
CENTENNIAL
TORONTO
GEORGE BROWN
TORONTO
MICHENER
TORONTO
SHERIDAN
OAKVILLE
Lake Ontario
GEORGIAN
BARRIE
FLEMING
PETERBOROUGH
ST. LAWRENCE
KINGSTON
CONESTOGA
KITCHENER
DURHAM
OSHAWA
LOYALIST
BELLEVILLE
LAMBTON
SARNIA
MOHAWK
HAMILTON
FANSHAWE
LONDON
NIAGARA
WELLAND
ST. CLAIR
WINDSOR
RIDGETOWN
RIDGETOWN
0
100
200 KM
0
100
200 Miles

Explore Colleges

Go to **ontariocolleges.ca/colleges**



Explore Colleges



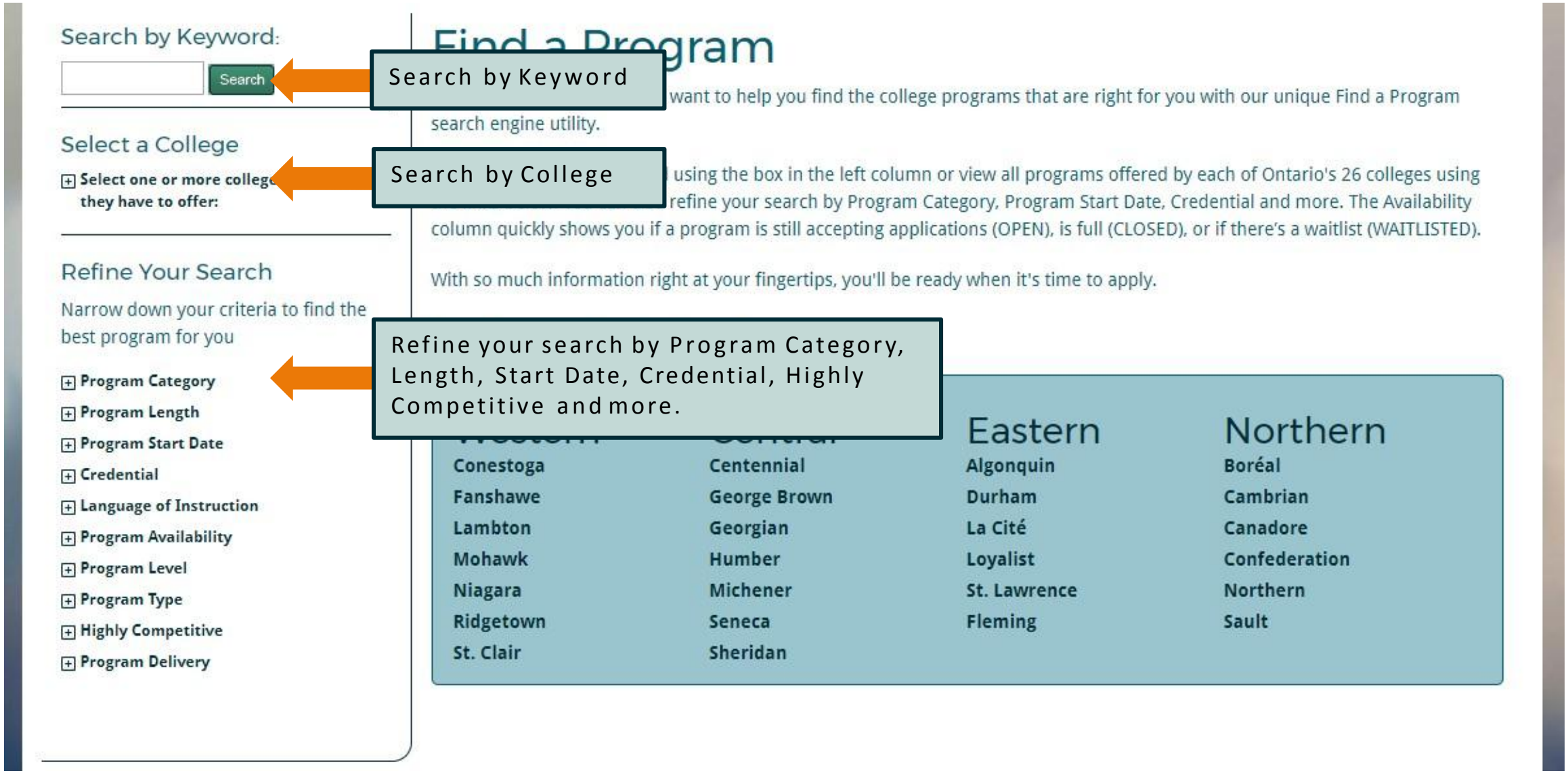
Learn more about the college, its programs and student life.

Click to see college contact info and campus locations.

Searchable list of all programs offered by the college.

Search for Programs

Go to **ontariocolleges.ca/find**



Search by Keyword

Search by College

Refine your search by Program Category, Length, Start Date, Credential, Highly Competitive and more.

Important Dates

Early October 2017: Online Application Opens

- 2018 / 2019 application opens at **ontariocolleges.ca**.

October 15, 2017: Colleges Begin Receiving Applications

- 2018 / 2019 application data is sent to colleges.

February 1, 2018: Equal Consideration Date

- Applications **received and paid for on or before this date** are considered equally by the colleges. It is critical to apply to highly competitive programs by this date. Applications are still processed after this date, but are considered on a first-come, first-served basis by the colleges.

February 1, 2018: Earliest Offer Date

- February 1st is also the first day that colleges **may** begin sending offers of admission.

May 1, 2018: Confirmation Deadline

- Most offers of admission must be confirmed by this date. The colleges will determine the due date to confirm offers made after May 1. Check your offer package to find out the expiry date of your offer of admission.

Mid-June 2018: Tuition Deposit Due

- The colleges require payment of a tuition deposit in mid-June to secure your spot in your program. Each college sets its own tuition deposit amount and payment deadline. This information will be communicated to you by the college.

* Please note that the above dates apply to programs beginning in the fall of 2018. Contact the colleges for deadlines for other start dates.

Important Info About the Application

- The application processing fee is **$95** (non-refundable).
- An application allows you up to **5 program choices**, with **no more than 3** at any one college.
- All program choices must start within the same academic year (August – July).
- Your username is **permanent**. It will not change if you update your contact email address.
- Your password must be between **8 and 14 characters** in length.
- **DO NOT** create more than one account.
- Some information will be automatically added to your account based on the information you provided when creating your account.
- You cannot change your first name, last name, date of birth, OEN number or academic data. To make changes to your demographic information, contact ontariocolleges.ca. If there are problems with your grades, talk to your guidance counsellor.

Your ontariocolleges.ca Account

Your ontariocolleges.ca account allows you to:

- Apply to any of Ontario's 26 public colleges.
- Review and update your college application.
- Grades for most current high school students are sent automatically by your high school.
- View and accept offers of admission.

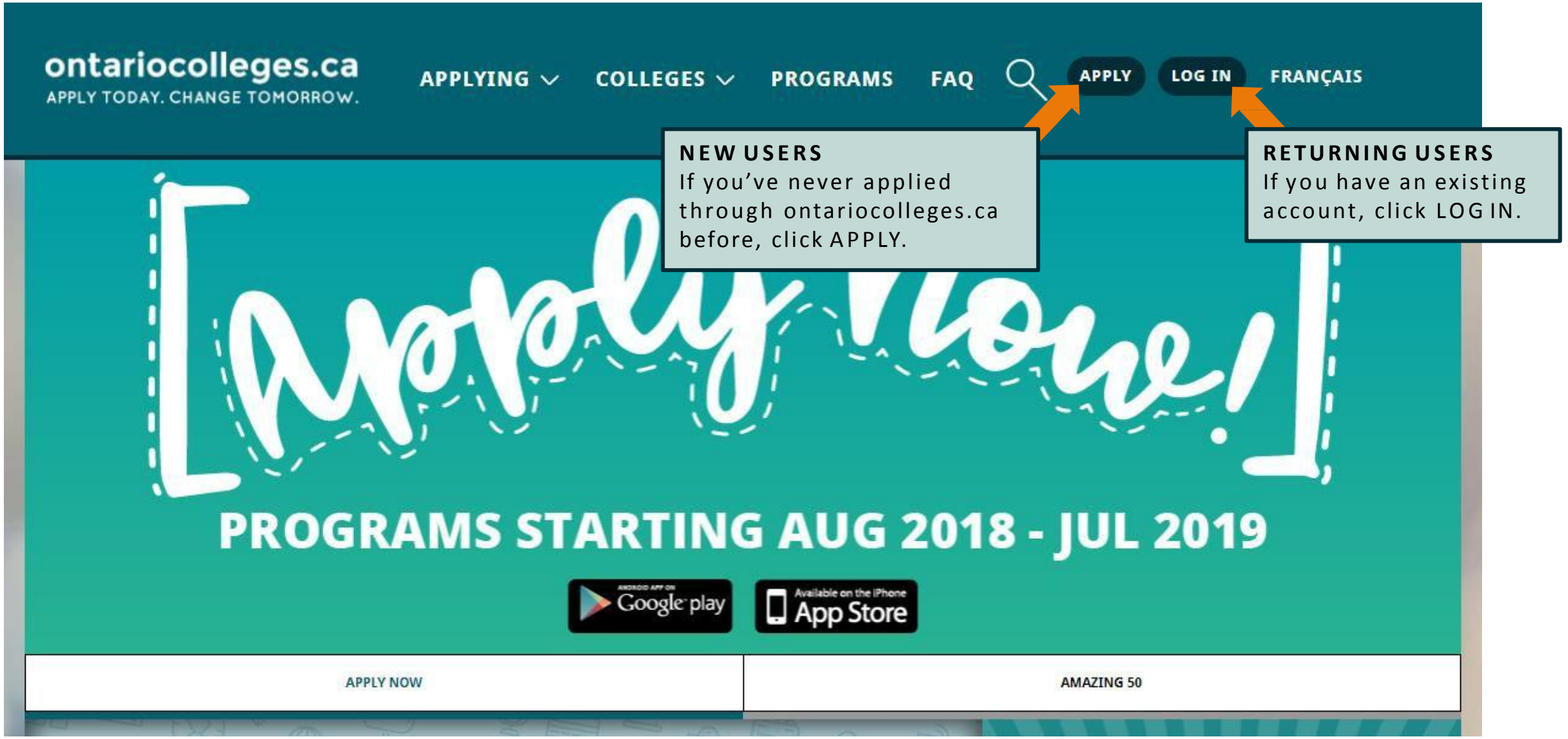
To complete your application, you'll need:

- **Your complete home mailing address**
  - Including your postal code
- **Your Ontario Education Number (OEN) and Student Number**
  - Found on your report card or transcript

Apply Online

Create an Account

Go to the **ontariocolleges.ca** website



Create an Account

Français

ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

NEW USER

Legal Name (as it appears on your health card or passport)

First / Given

Last / Family

Date of Birth

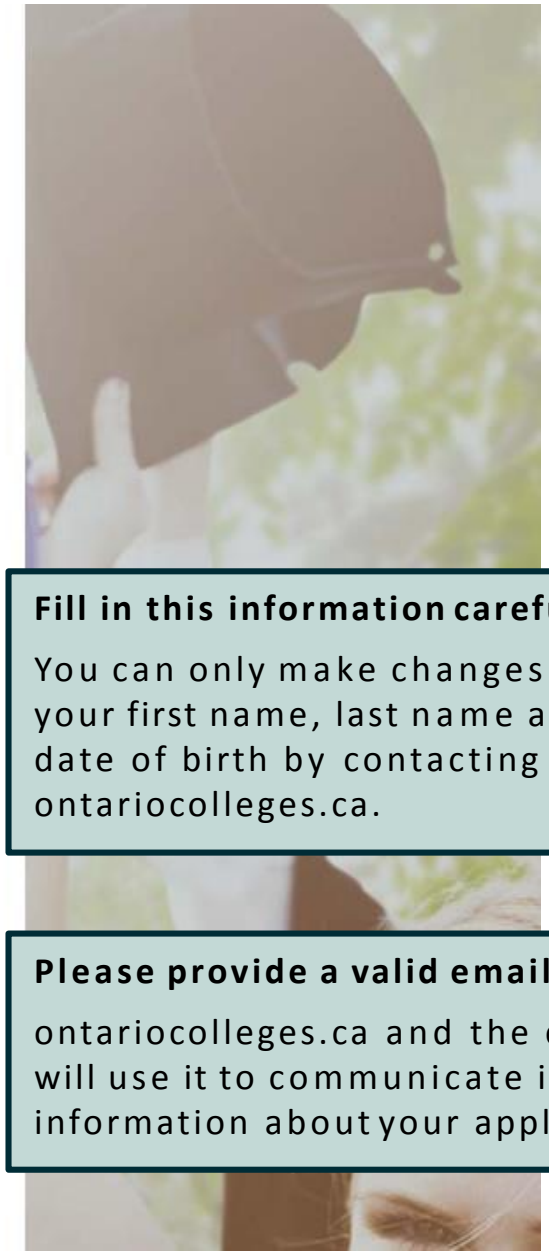
Month ▾ Day ▾ Year ▾

Email Address (this will also be your username)

Email Address (this will also be your username)

Confirm Email Address

Password



Fill in this information carefully.

You can only make changes to your first name, last name and date of birth by contacting ontariocolleges.ca.

Please provide a valid email address.

ontariocolleges.ca and the colleges will use it to communicate important information about your application.

Create an Account - Password

Password

Enter Password

Confirm Password

Minimum password requirements

8 to 14 characters
1 letter
1 number

PASSWORD REQUIREMENTS

If your password does not meet the minimum requirements, you won't be able to create an account.

Password Recovery

1st Recovery Question and Answer

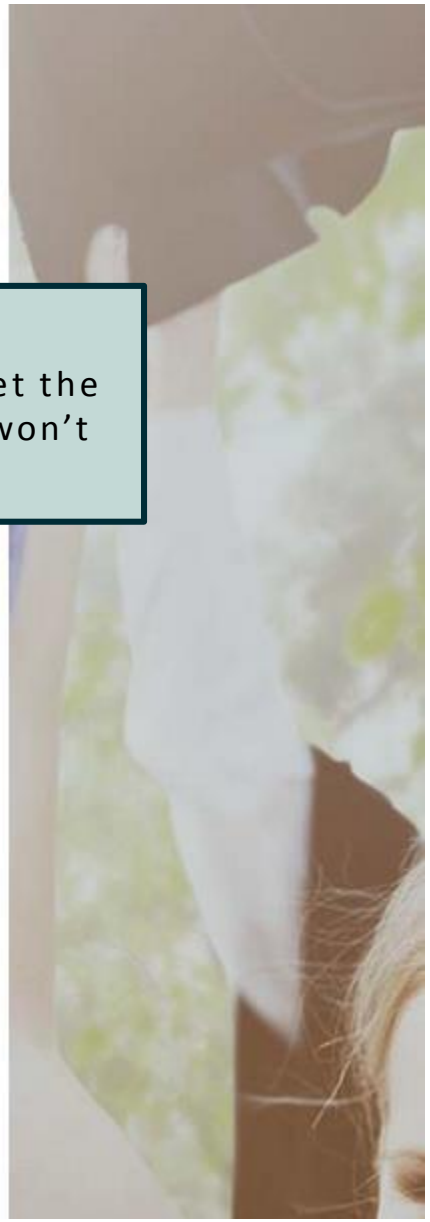
Please select a question

Answer

2nd Recovery Question and Answer

Please select a question

Answer



Create an Account – Password Recovery Questions

Password Recovery

1st Recovery Question and Answer

Please select a question

Answer

2nd Recovery Question and Answer

Please select a question

Answer

3rd Recovery Question and Answer

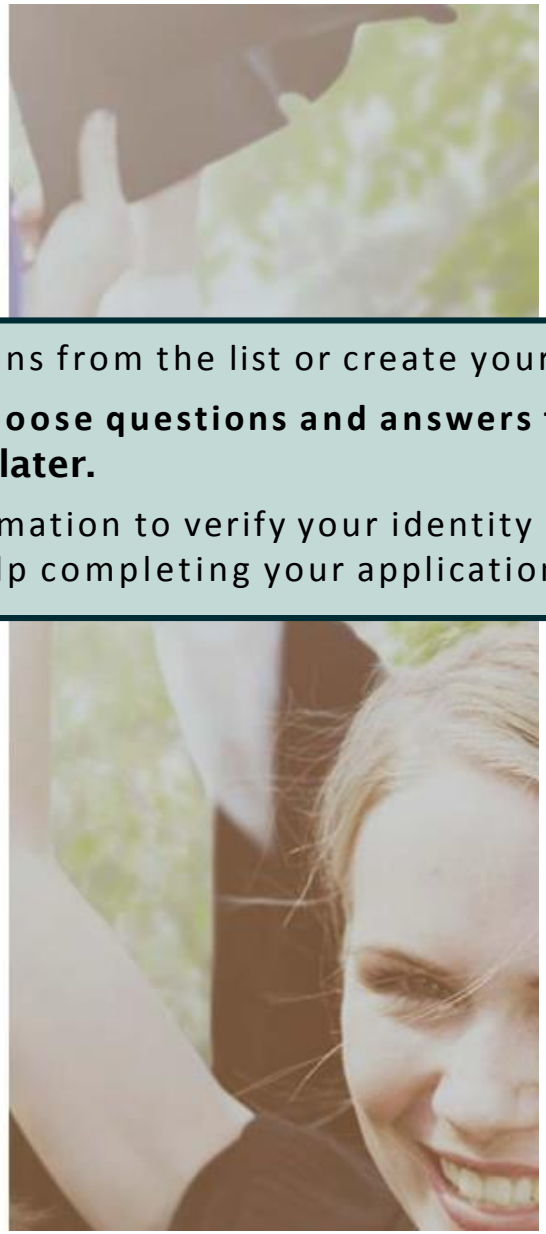
Please select a question

Answer

I have read and understand the Personal Information Privacy statement on the ontariocolleges.ca / OCAS website and hereby authorize OCAS Application Services Inc. (OCAS) to collect, use and disclose my academic and registration information in accordance with the purposes set out in such statement.

Create

Back to Log In

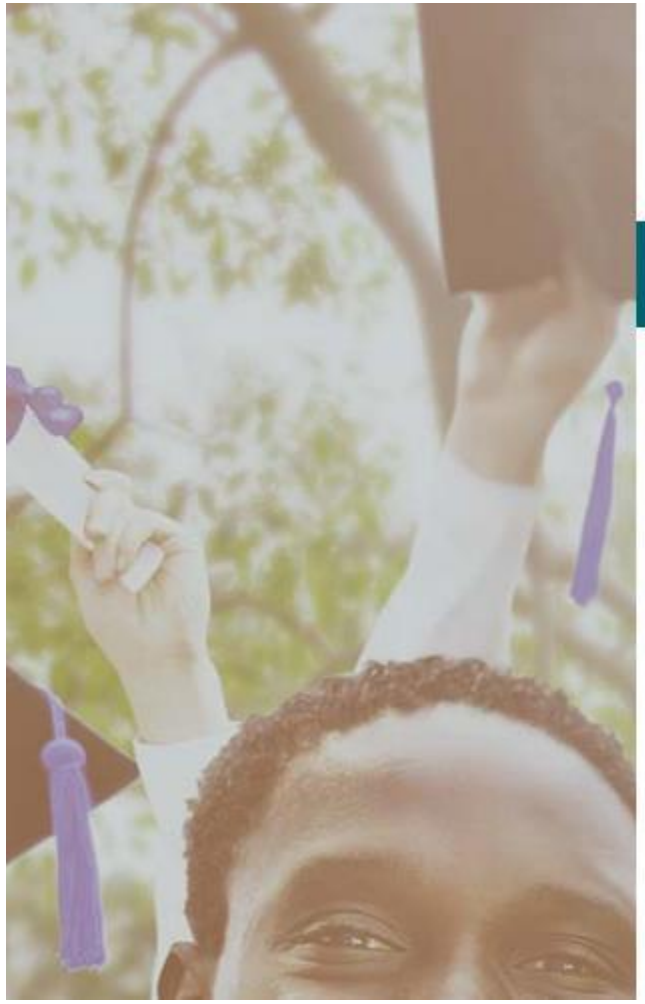


Choose a questions from the list or create your own.

Make sure you choose questions and answers that you'll remember later.

We use this information to verify your identity if you contact us for help completing your application.

Activate Your Account



Français

ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

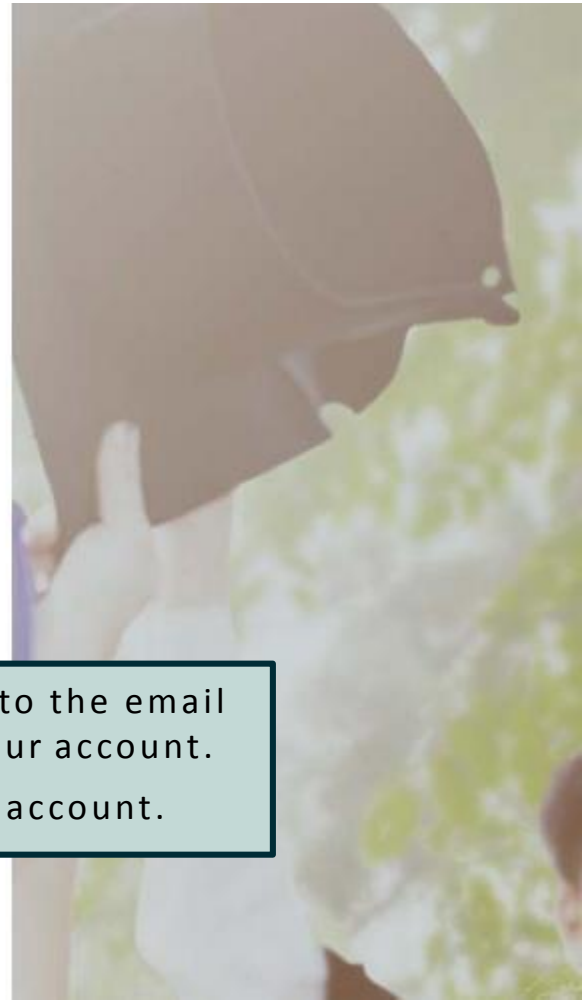
Account Created!

In order to access your application you must first activate your account. Your account information and an activation link have been sent to your email address (sarahstudent@mailinator.com).

An account activation email will be sent to the email address you entered when you created your account.

Click the link in the email to activate your account.

Contact Us Privacy Terms of Use FAQ



Successful Account Activation

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ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

CONGRATULATIONS!

Your account sarahstudent@mailinator.com has been activated successfully.

Log In

Once your account has been activated successfully, click the button to log in to your account.

by OCAS

Contact Us Privacy Terms of Use FAQ

Log into Your Account

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ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

Log in with your existing account

Email Address or Username

Email Address or Username

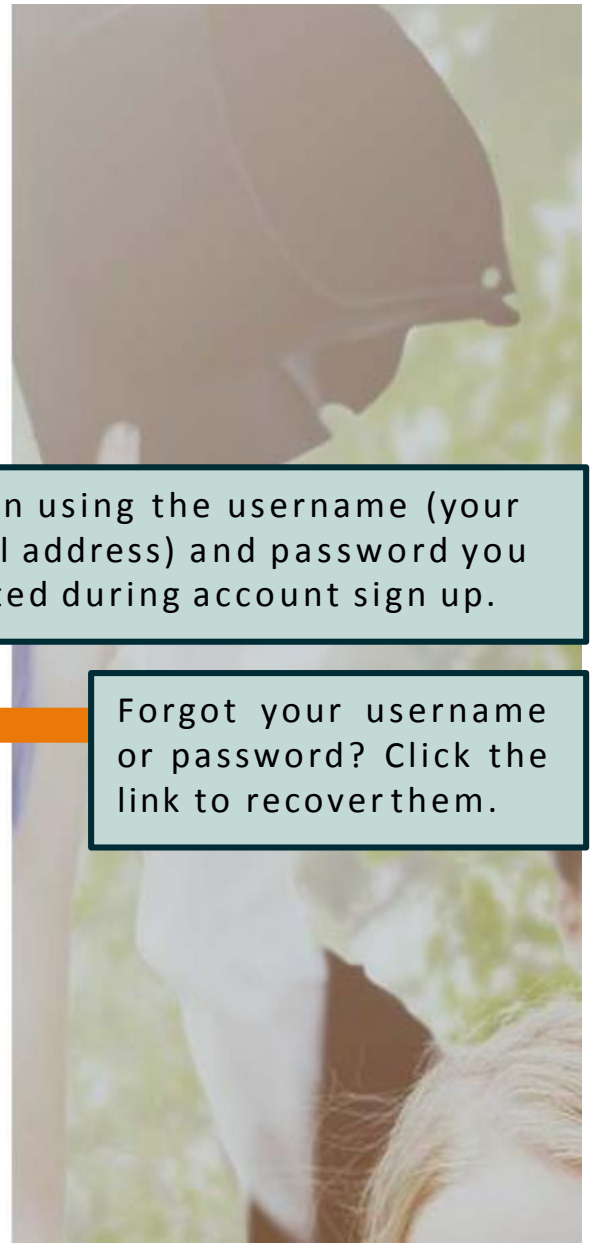
Password Forgot your password or username?

Password

Log In

or

Don't have an account? Sign up now



Log in using the username (your email address) and password you created during account sign up.

Forgot your username or password? Click the link to recover them.

Recover Your Username or Password

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ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

Forgot Password

Forgot Password or Username

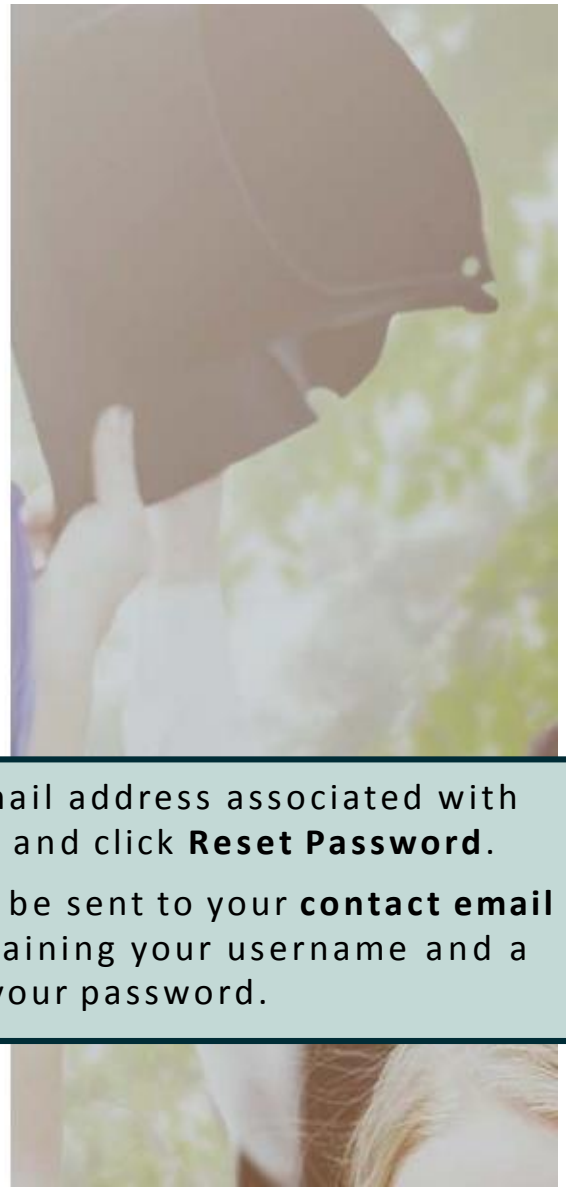
Email Address

If you know your username and need to reset your password, enter your username; otherwise enter the email address you used at the time of registration.

Reset Password

by OCAS

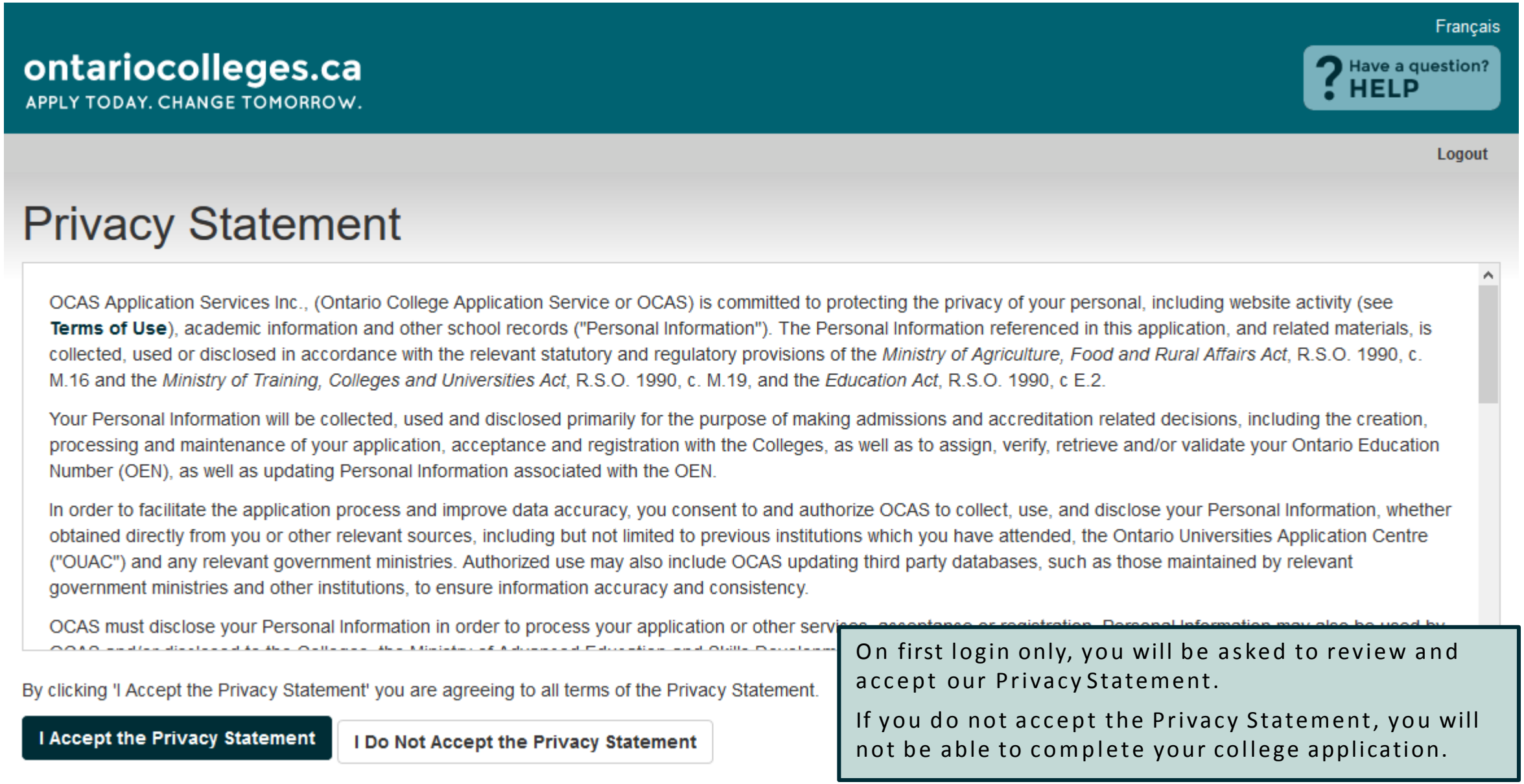
Contact Us Privacy Terms of Use FAQ



Enter **any** email address associated with your account and click **Reset Password**.

An email will be sent to your **contact email address** containing your username and a link to reset your password.

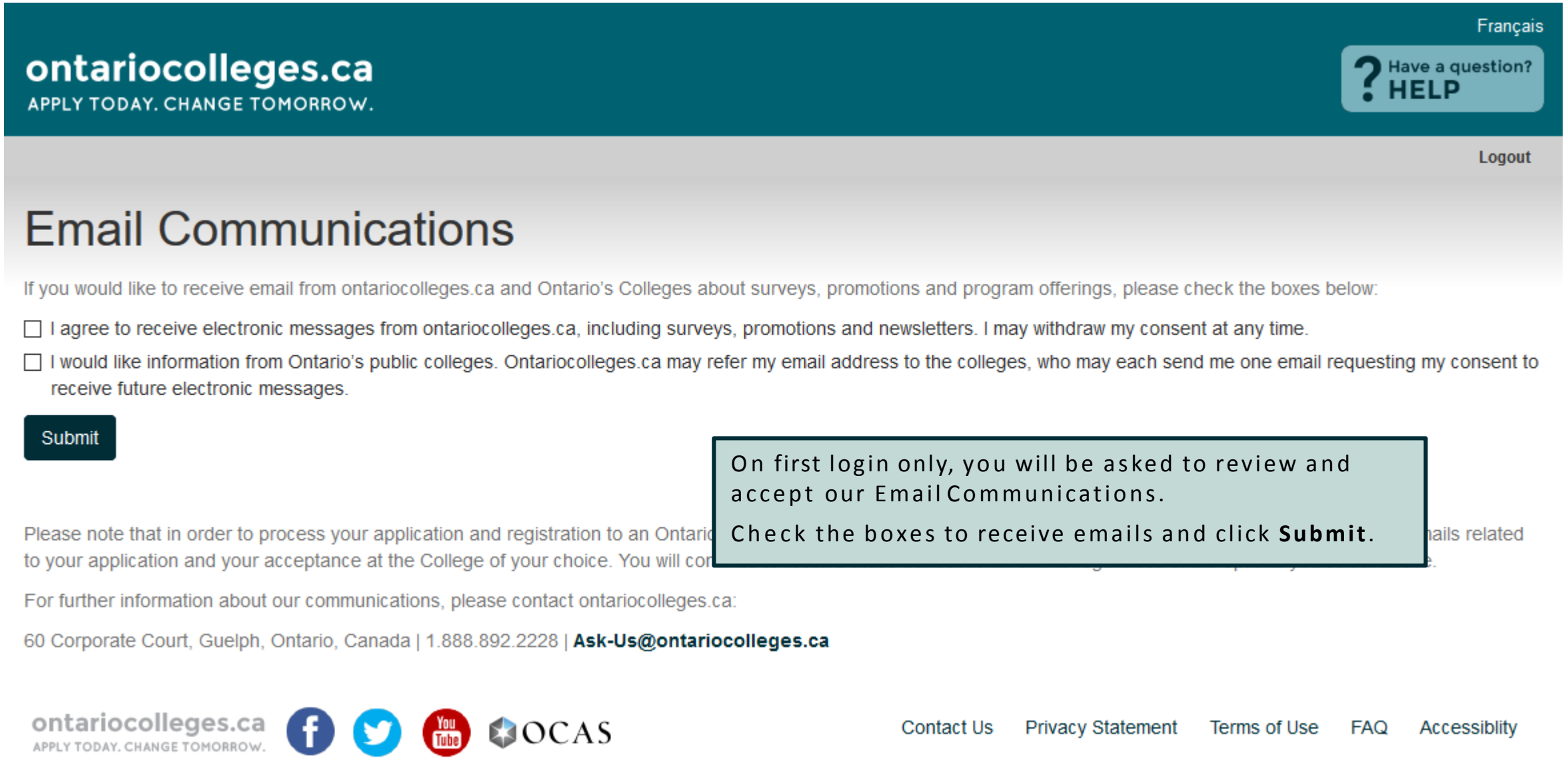
Privacy Statement



On first login only, you will be asked to review and accept our Privacy Statement.

If you do not accept the Privacy Statement, you will not be able to complete your college application.

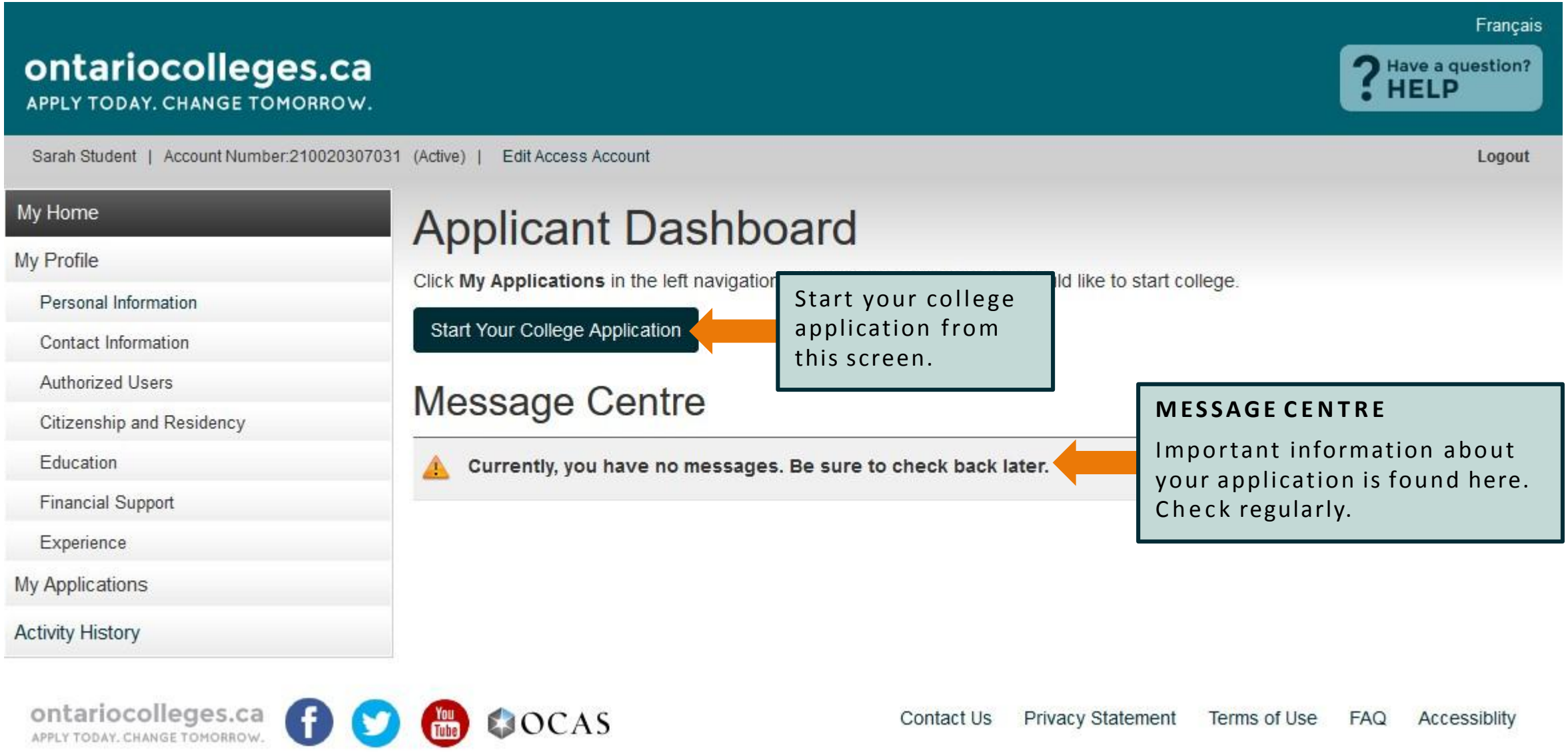
Email Communications



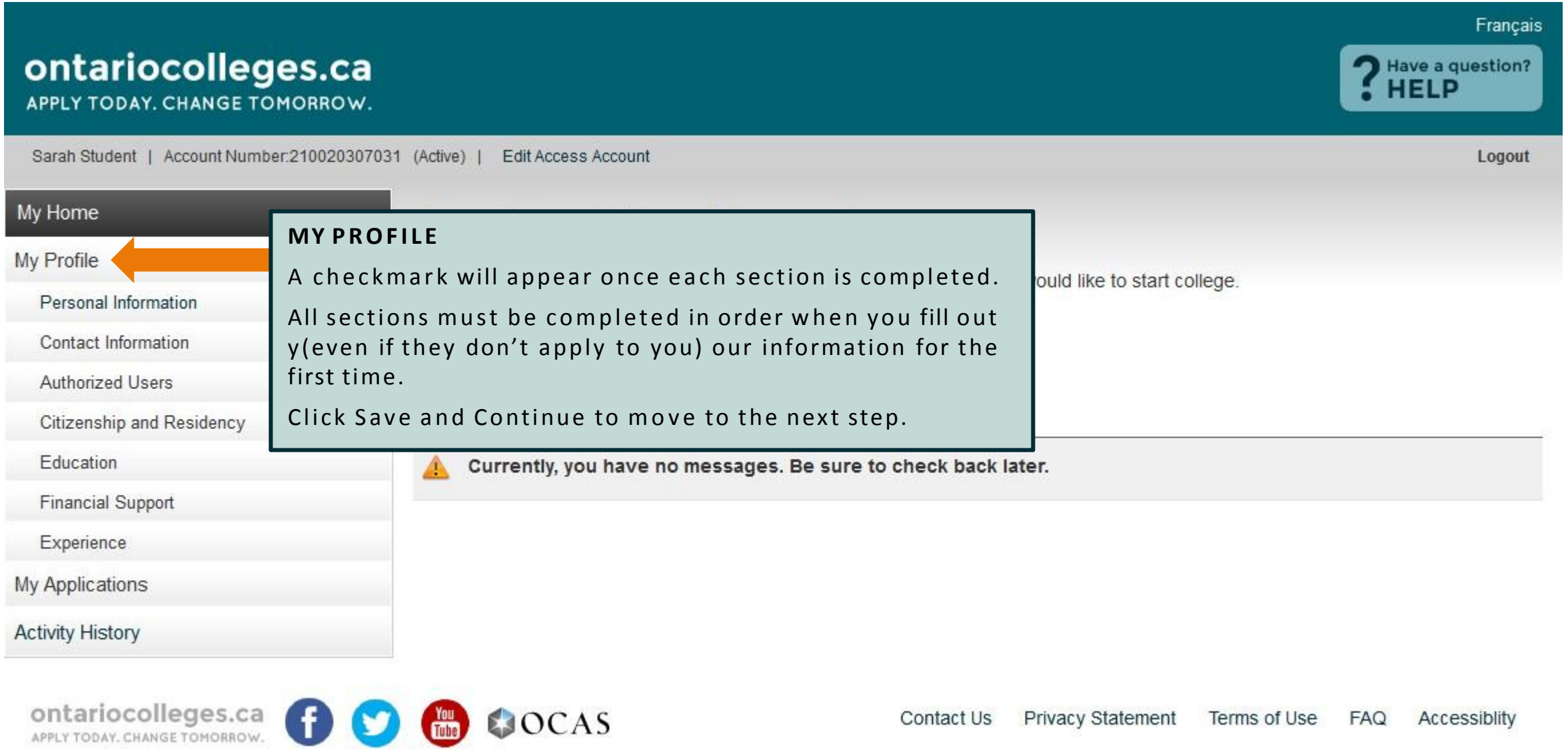
On first login only, you will be asked to review and accept our Email Communications.

Check the boxes to receive emails and click **Submit**.

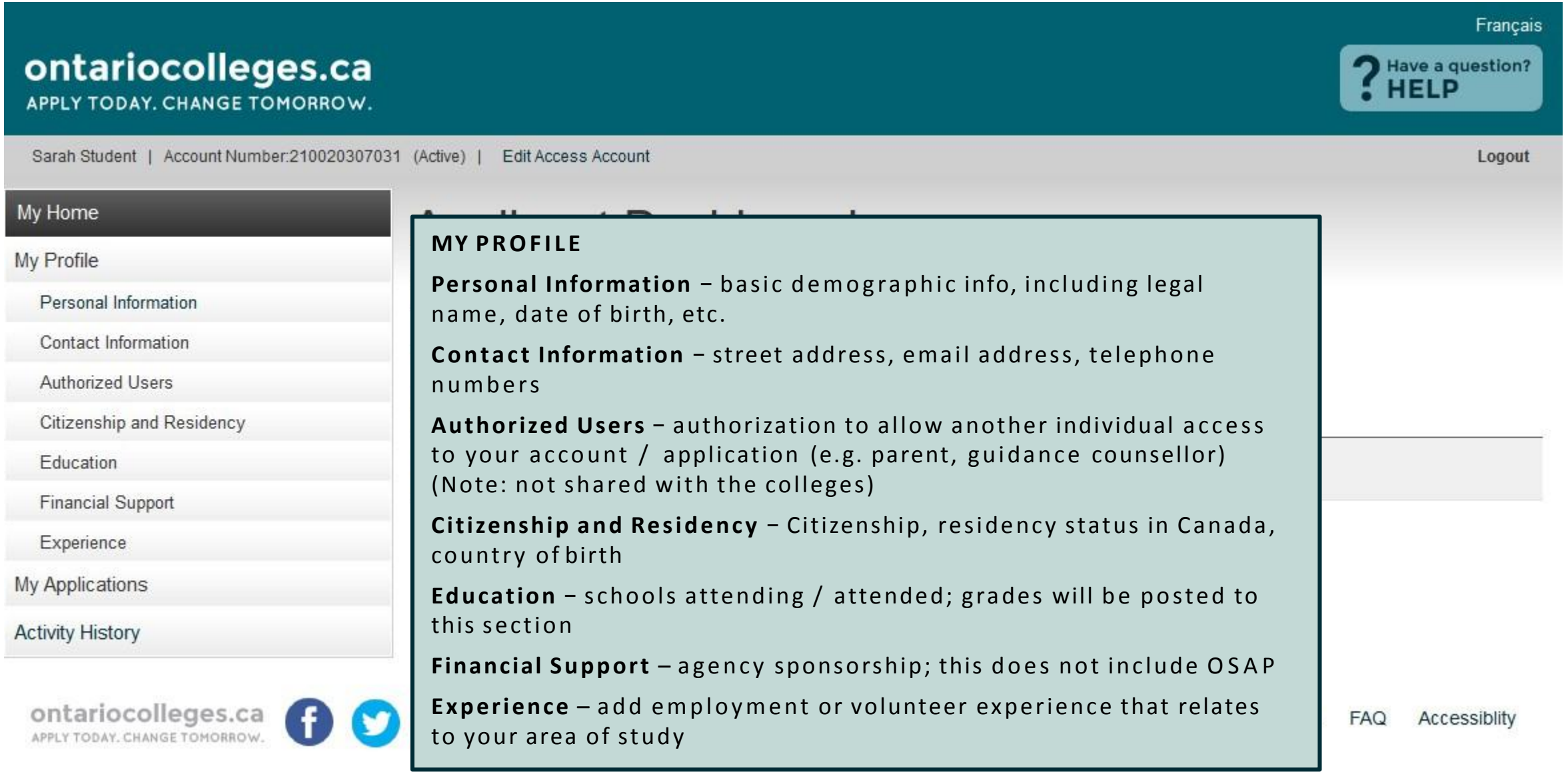
Applicant Dashboard



Applicant Dashboard - My Profile



Applicant Dashboard - My Profile



MY PROFILE

Personal Information – basic demographic info, including legal name, date of birth, etc.

Contact Information – street address, email address, telephone numbers

Authorized Users – authorization to allow another individual access to your account / application (e.g. parent, guidance counsellor) (Note: not shared with the colleges)

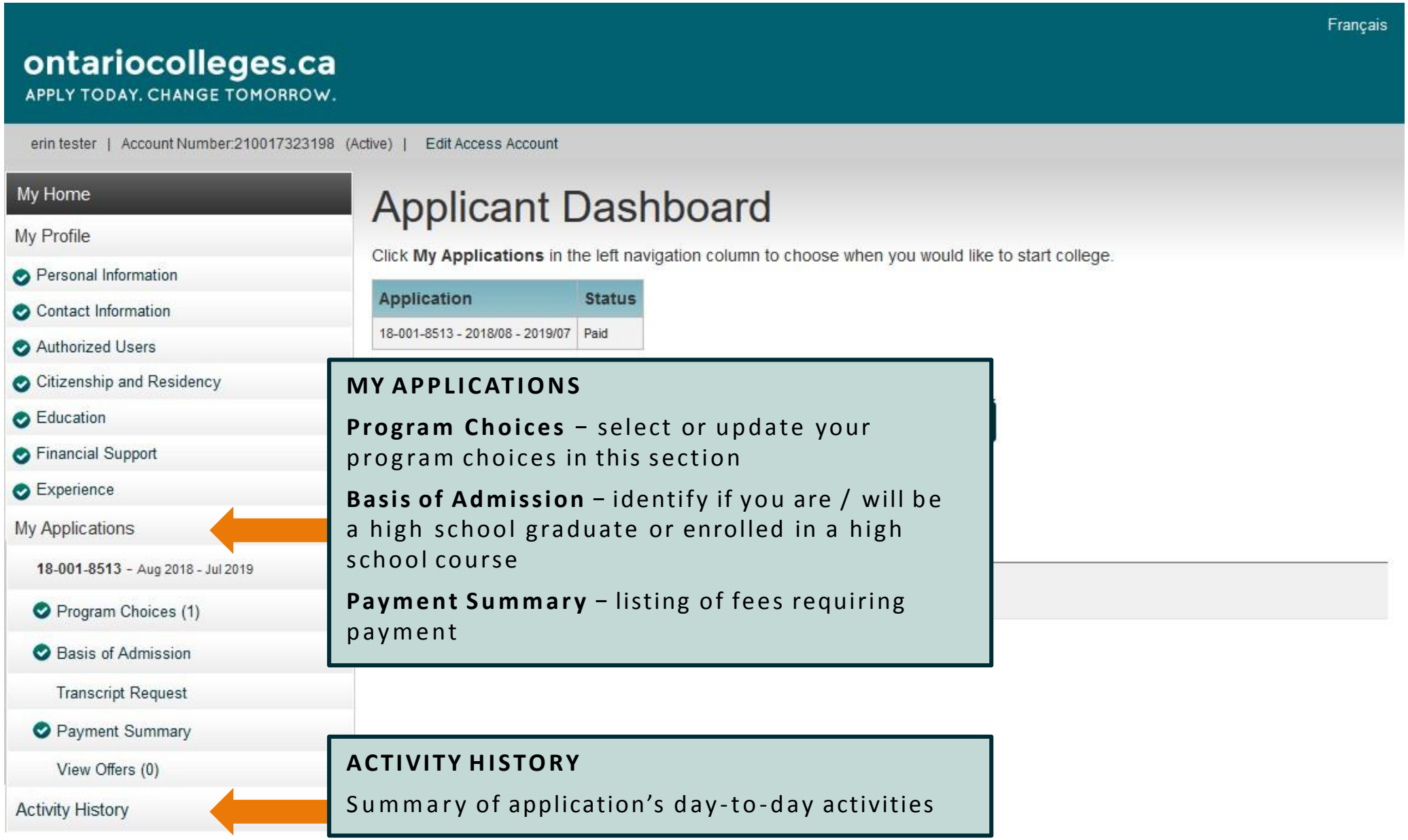
Citizenship and Residency – Citizenship, residency status in Canada, country of birth

Education – schools attending / attended; grades will be posted to this section

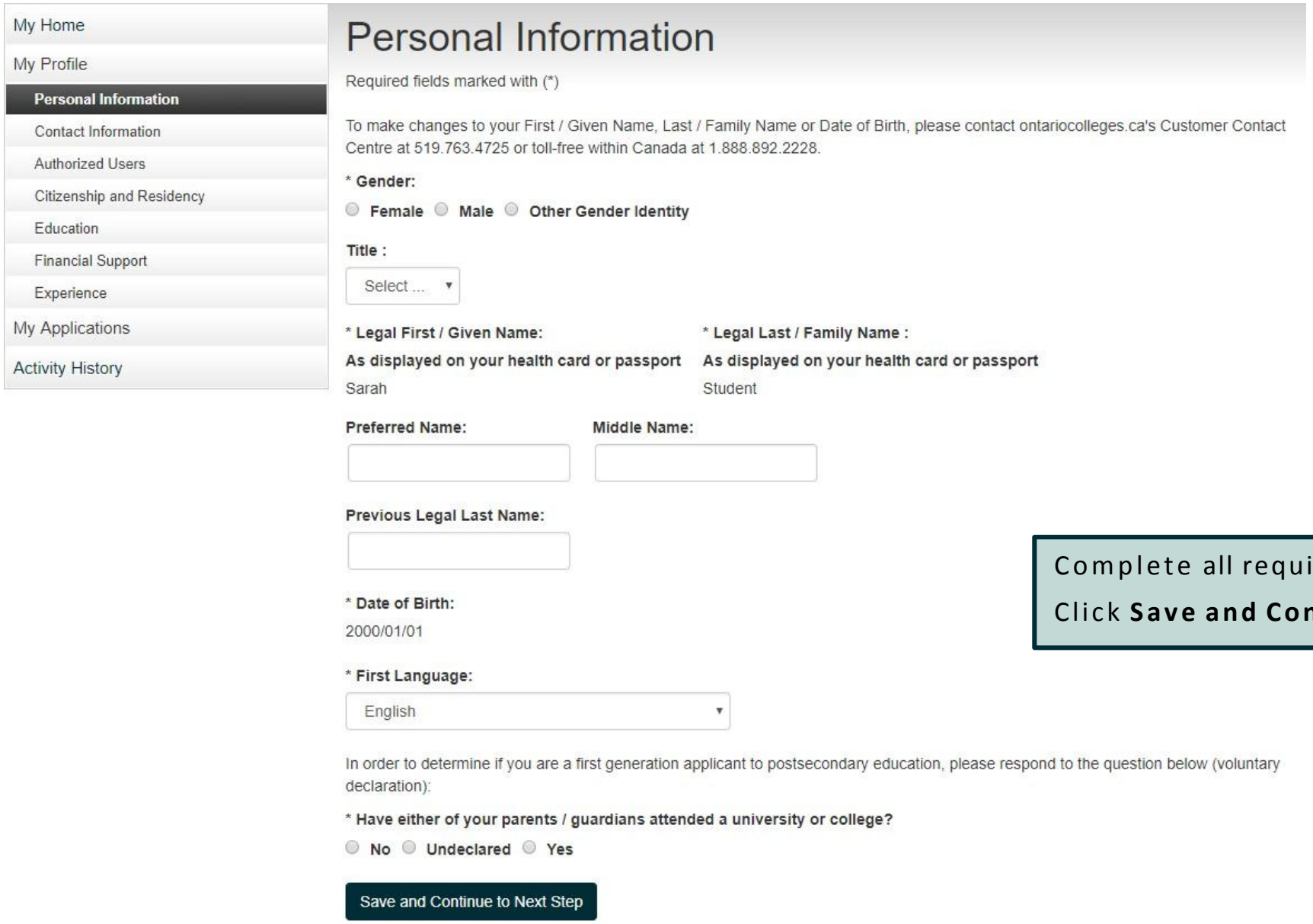
Financial Support – agency sponsorship; this does not include OSAP

Experience – add employment or volunteer experience that relates to your area of study

Applicant Dashboard - My Applications



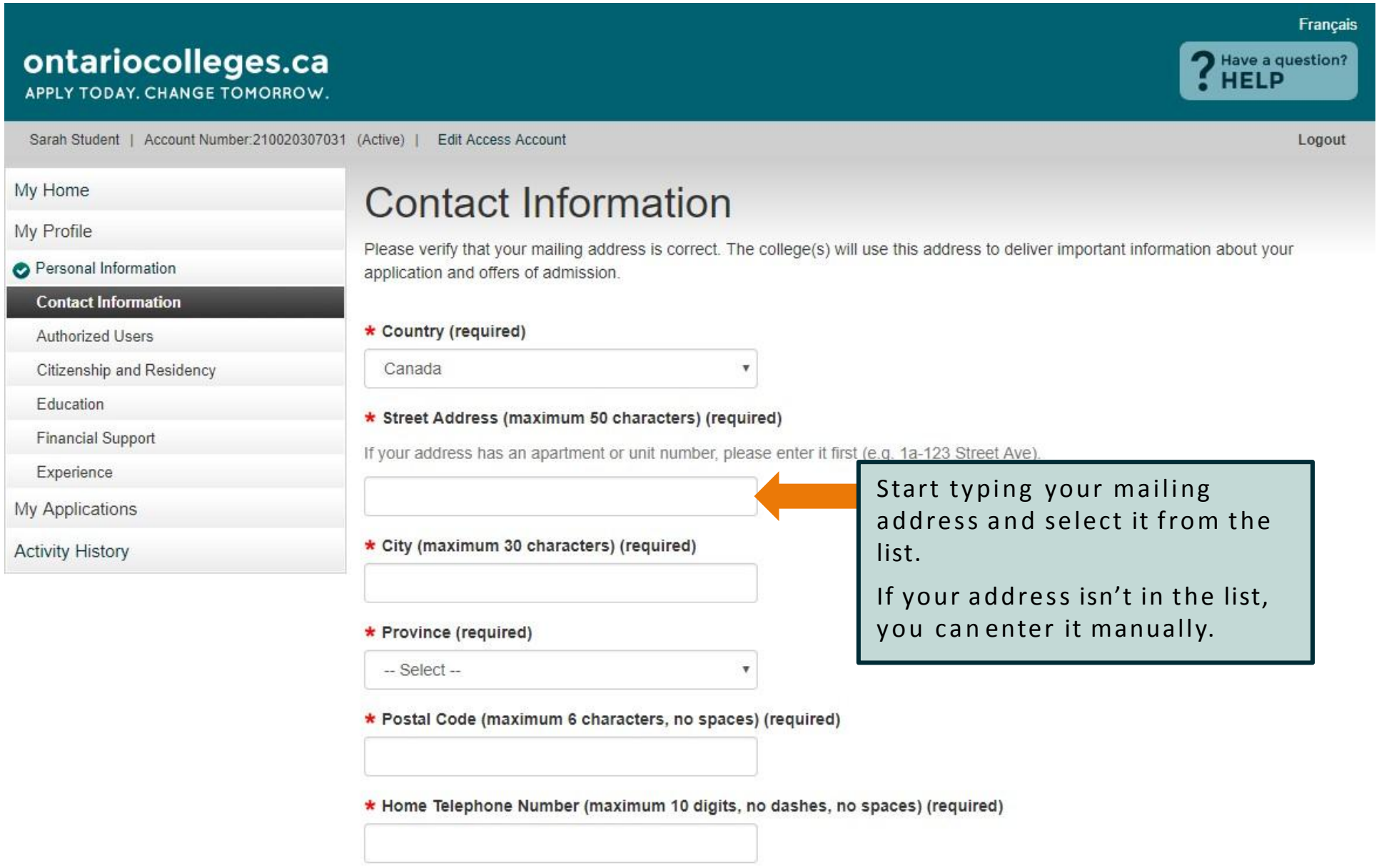
Personal Information



Complete all required fields (marked with *).

Click **Save and Continue to Next Step**.

Contact Information – Mailing Address



Start typing your mailing address and select it from the list.

If your address isn't in the list, you can enter it manually.

Contact Information

* **Postal Code (maximum 6 characters, no spaces) (required)**

N1G 5J3

* **Home Telephone Number (maximum 10 digits, no dashes, no spaces) (required)**

5197634725

Cell / Mobile Phone Number (maximum 10 digits, no dashes, no spaces)

* **Email Address (maximum 50 characters) (required)**

* Please provide a valid email address. This address will be used by ontariocolleges.ca to deliver important information about your application, password recovery steps and special instructions that may be necessary to complete your application.

sarahstudent@mailinator.com

* **Preferred Language of Correspondence (required)**

English

* **Preferred Method of Correspondence (required)**

Email

Address Verification

Complete the remaining fields.

Contact Information – Address Confirmation

* **Preferred Language of Correspondence (required)**

English

* **Preferred Method of Correspondence (required)**

Email

Address Verification

We have successfully verified this address is correct with Canada Post.

If your mailing address is incorrect, scroll up and manually edit the address fields.

60 Corporate Crt
Guelph, Ontario N1G 5J3
Canada

* **Address Confirmation (required)**

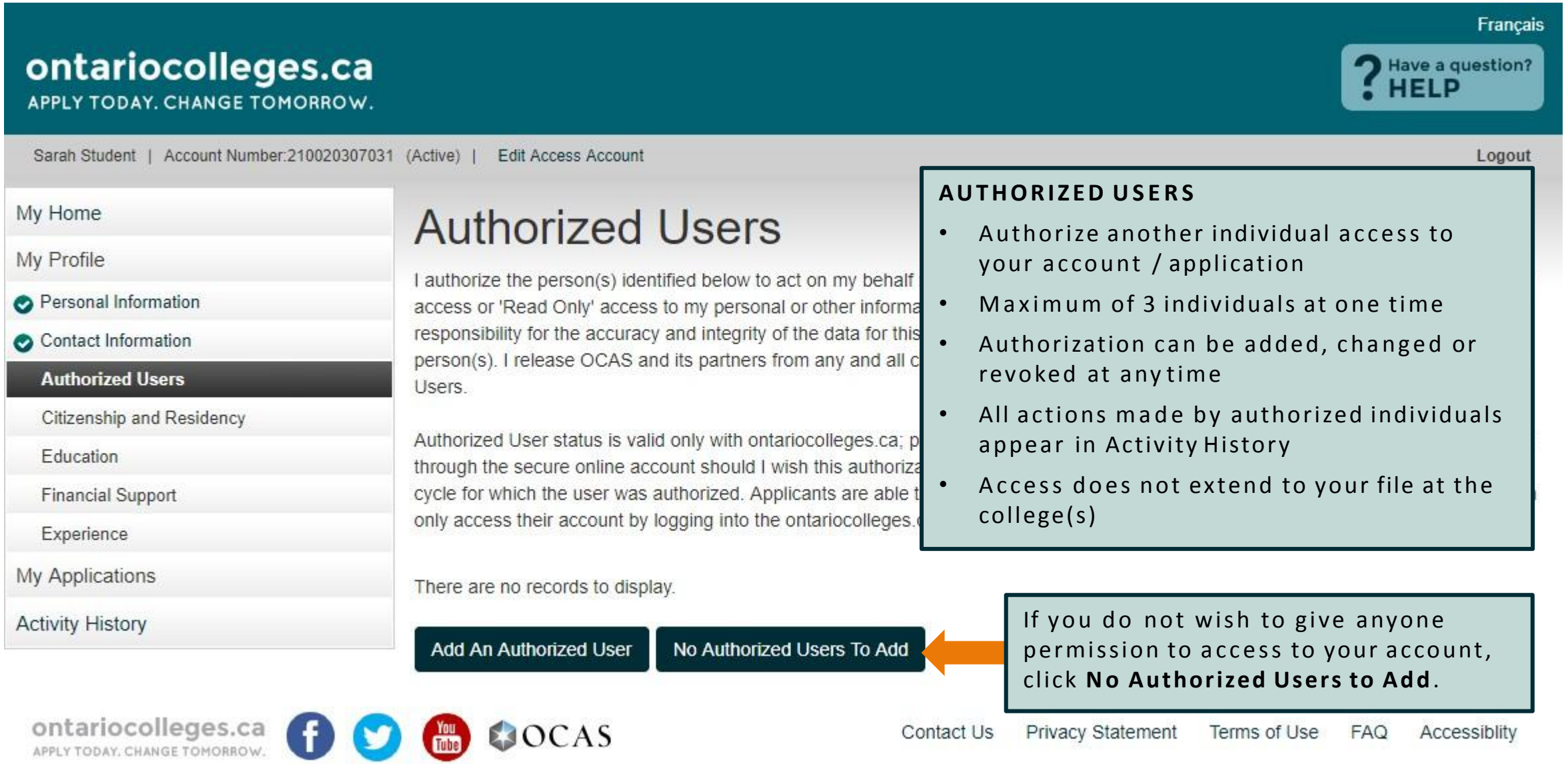
☑ Yes, I confirm that my mailing address is correct.

Save and Continue | Back | Cancel

Click the checkbox to confirm that your mailing addressis correct.

Click **Saveand Continue**.

Authorized Users

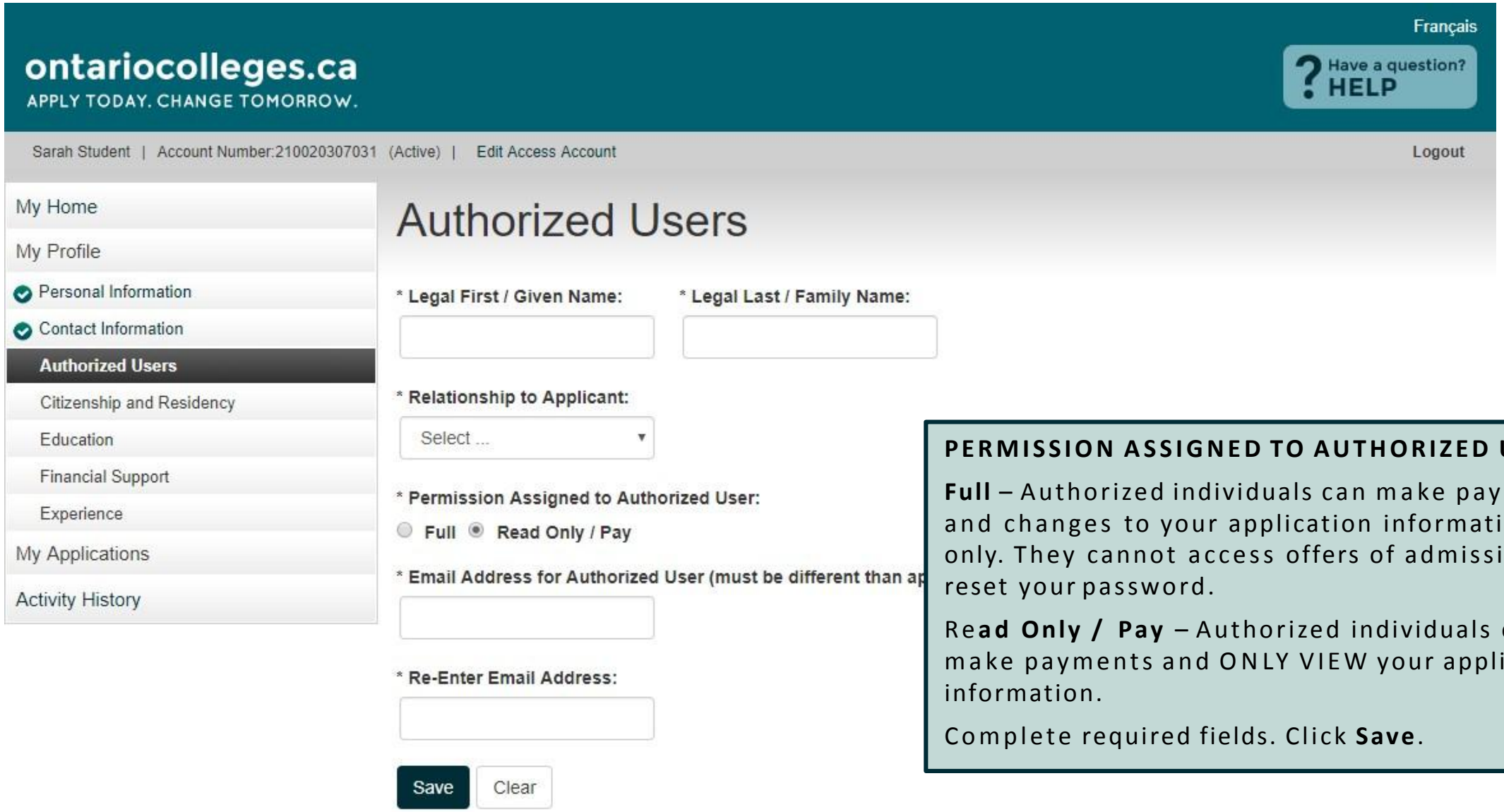


AUTHORIZED USERS

- Authorize another individual access to your account / application
- Maximum of 3 individuals at one time
- Authorization can be added, changed or revoked at anytime
- All actions made by authorized individuals appear in Activity History
- Access does not extend to your file at the college(s)

If you do not wish to give anyone permission to access to your account, click **No Authorized Users to Add**.

Authorized Users - Add an Authorized User



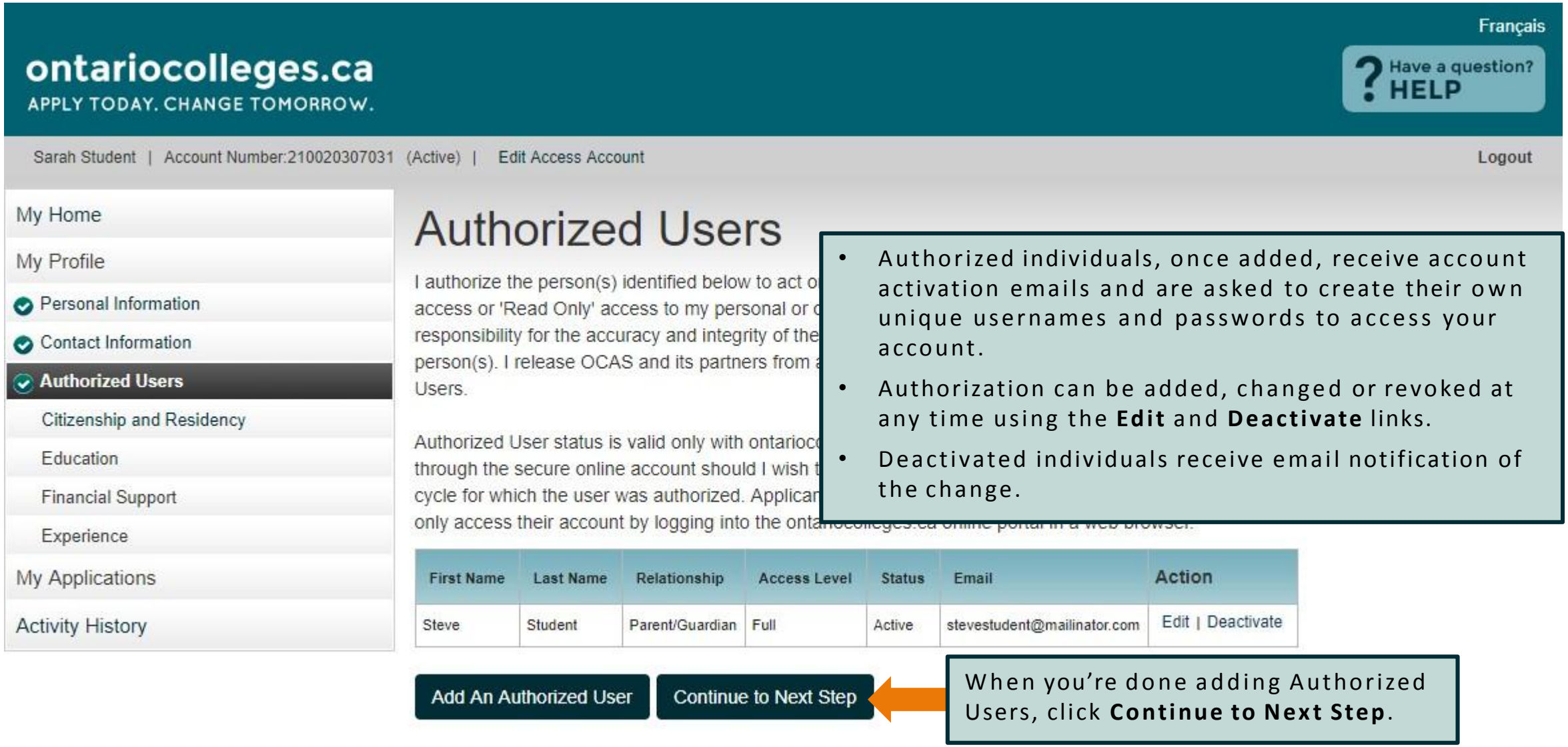
PERMISSION ASSIGNED TO AUTHORIZED USER

Full – Authorized individuals can make payments and changes to your application information only. They cannot access offers of admission or reset your password.

Re**ad Only / Pay** – Authorized individuals can make payments and ONLY VIEW your application information.

Complete required fields. Click **Save**.

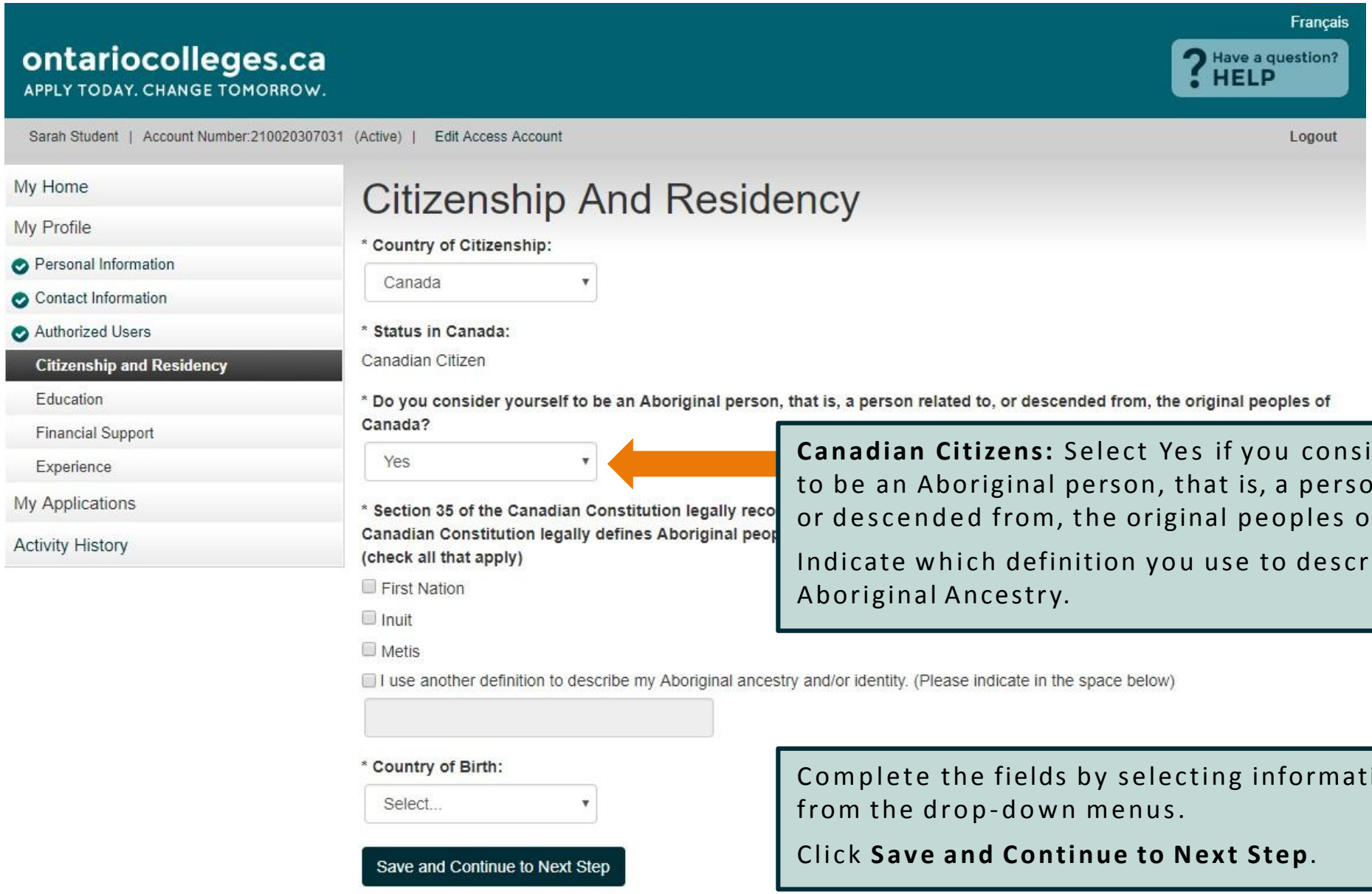
Authorized Users - Summary



- Authorized individuals, once added, receive account activation emails and are asked to create their own unique usernames and passwords to access your account.
- Authorization can be added, changed or revoked at any time using the **Edit** and **Deactivate** links.
- Deactivated individuals receive email notification of the change.

When you're done adding Authorized Users, click **Continue to Next Step**.

Citizenship and Residency



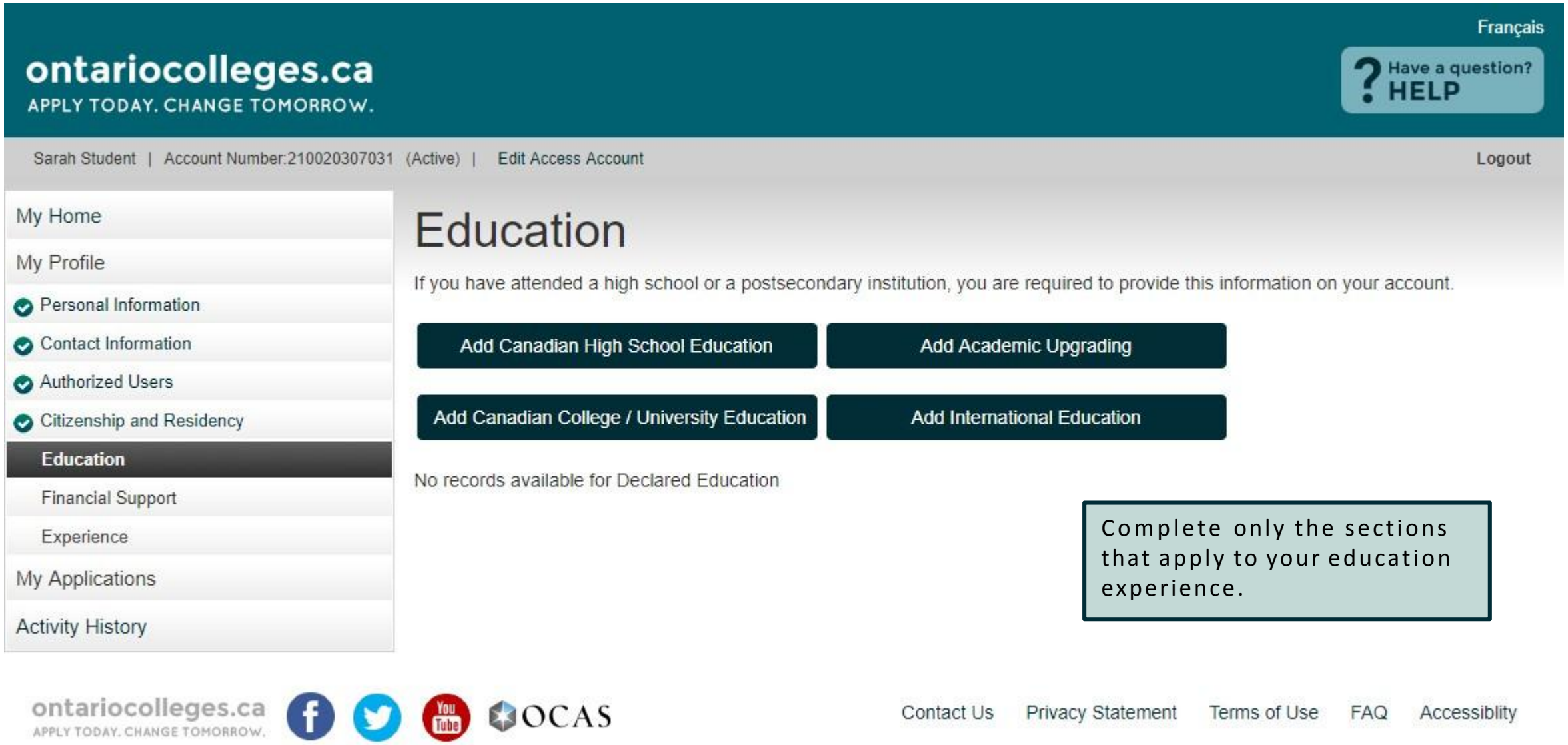
Canadian Citizens: Select Yes if you consider yourself to be an Aboriginal person, that is, a person related to, or descended from, the original peoples of Canada.

Indicate which definition you use to describe your Aboriginal Ancestry.

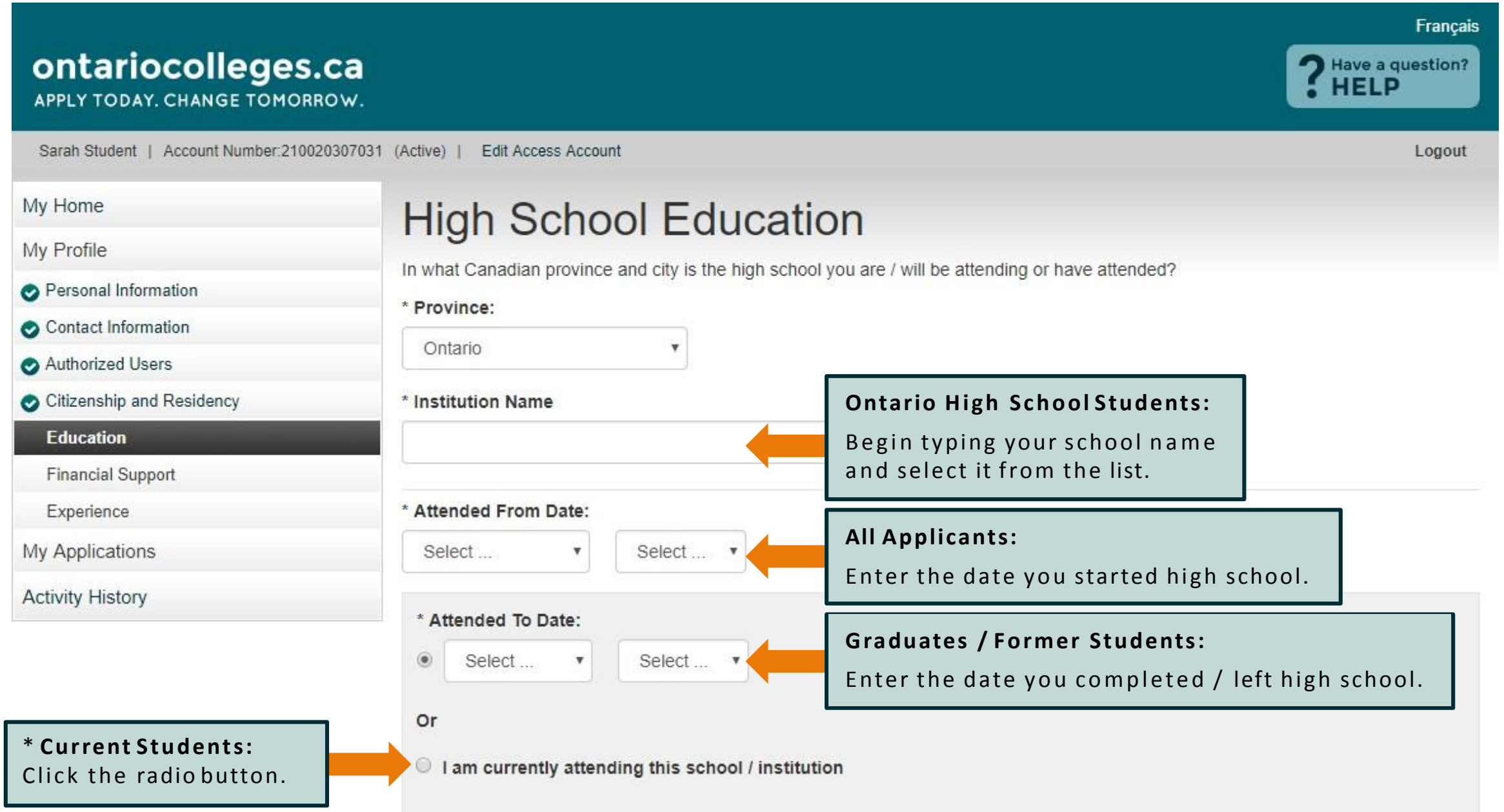
Complete the fields by selecting information from the drop-down menus.

Click **Save and Continue to Next Step**.

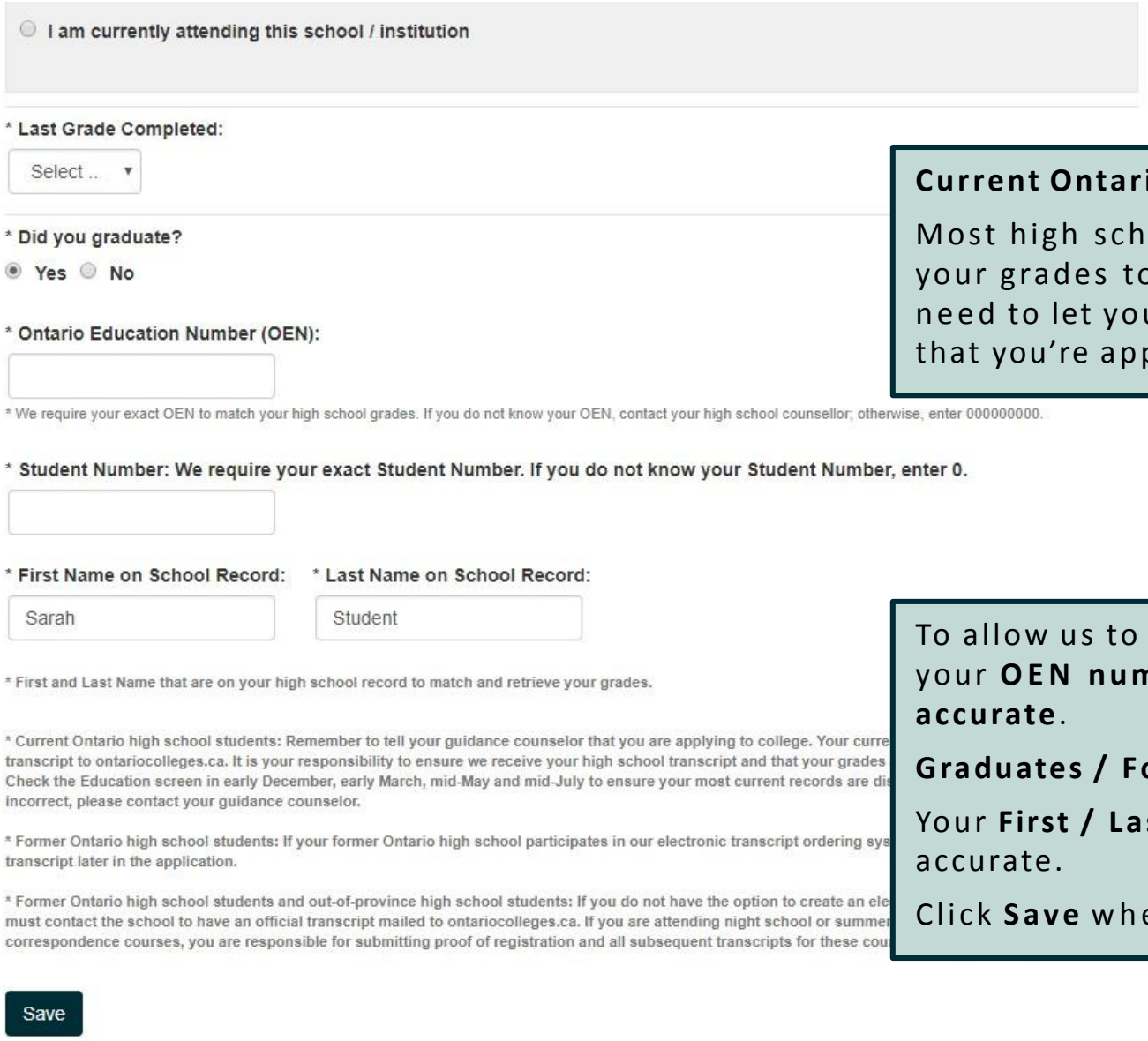
Education


Français
ontariocolleges.ca
APPLY TODAY. CHANGE TOMORROW.
Have a question? HELP
Sarah Student | Account Number:210020307031 (Active) | Edit Access Account
Logout
My Home
My Profile
Personal Information
Contact Information
Authorized Users
Citizenship and Residency
Education
Financial Support
Experience
My Applications
Activity History
Education
If you have attended a high school or a postsecondary institution, you are required to provide this information on your account.
Add Canadian High School Education
Add Academic Upgrading
Add Canadian College / University Education
Add International Education
No records available for Declared Education
Complete only the sections that apply to your education experience.
ontariocolleges.ca
APPLY TODAY. CHANGE TOMORROW.
OCAS
Contact Us
Privacy Statement
Terms of Use
FAQ
Accessiblity

Education - Add High School Education



Education - Add High School Education



Current Ontario High School Students Only:

Most high schools automatically forward your grades to ontariocolleges.ca. You will need to let your guidance counsellor know that you're applying to an Ontario college.

To allow us to match your grades to your application, your **OEN number** and **Student Number must be accurate**.

Graduates / Former High Ontario School Students Only:

Your **First / Last Name on School Record** must also be accurate.

Click **Save** when done.

Education - Summary

Declared Education

Institution Type	School Name	Action
High School	Centennial Collegiate And Vocational Institute	Edit Details

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

You cannot delete an education record once it has been added. However, you can make changes (e.g. dates attended), if needed.

Academic Data on File

Record Title	Action
Ontario High School Transcript	No Record Found

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

ONTARIO HIGH SCHOOL GRADES

- Grades will be listed in the **Academic Data on File** section.
- It's recommended that current students check their grades several times during the school year. (e.g. After mid-term and final marks for semester 1 and 2.)
- Any errors should be reported to your guidance counsellor.

Supporting Documents

Any information you provide to ontariocolleges.ca in support of your application to college will be attached to your account. The colleges you apply to will be able to securely view this information and may reference it at any time during the application process without providing notice.

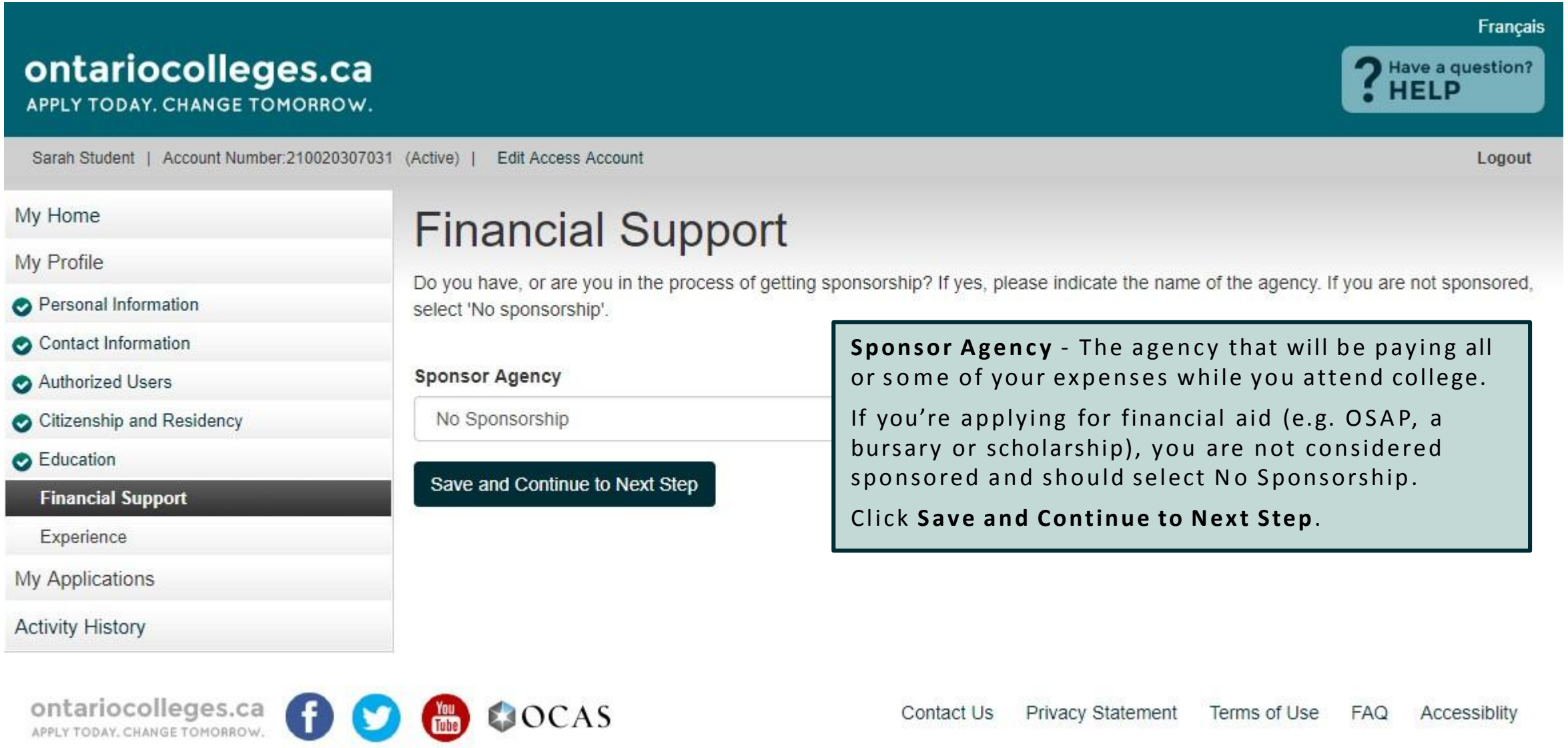
Document Type	Date Received	Action
Official Ontario Secondary School Transcript	2016/08/04	View

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

You can view your transcripts, report cards, or any other documents in the Supporting Documents section once they've been processed.

Financial Support

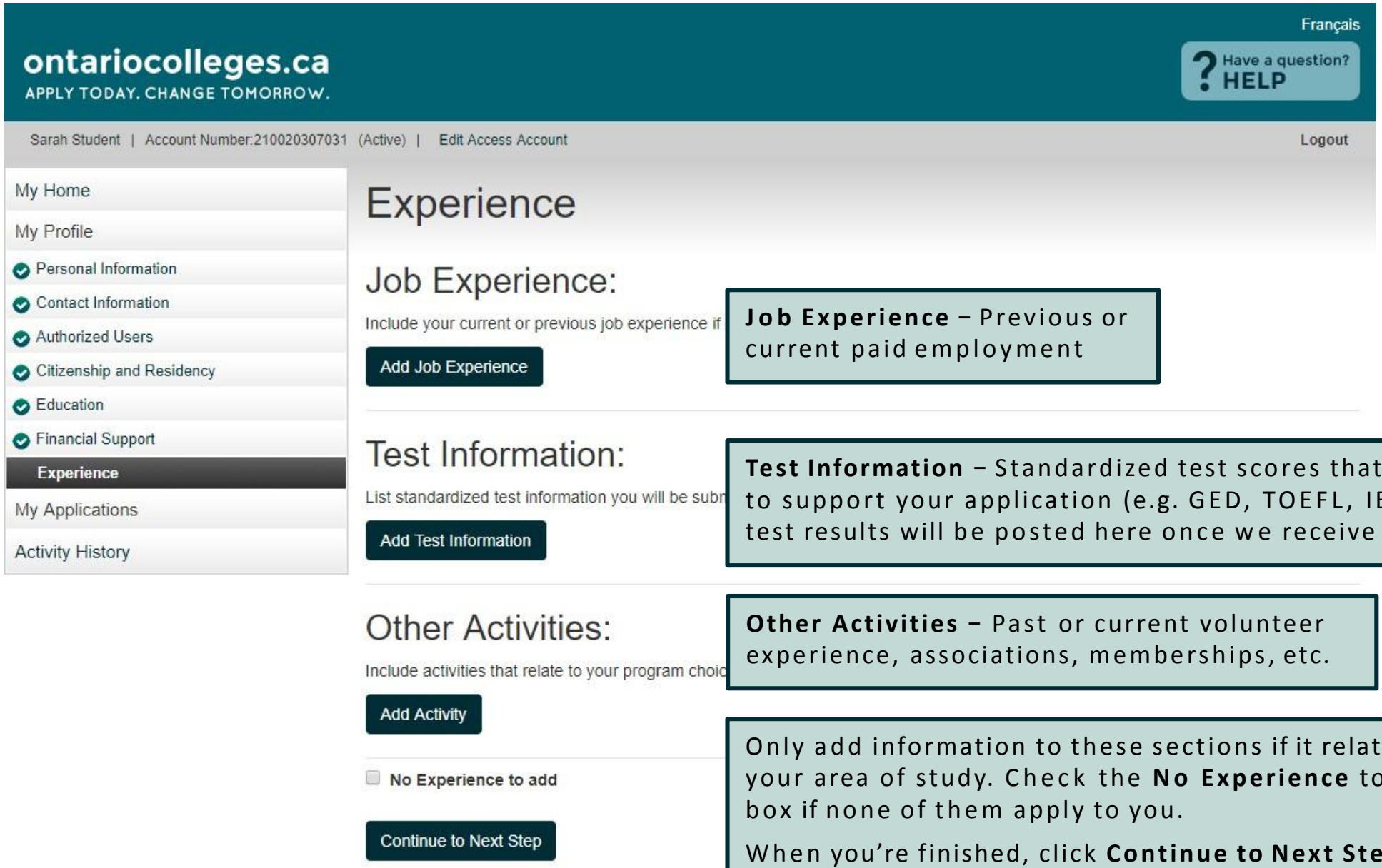


Sponsor Agency - The agency that will be paying all or some of your expenses while you attend college.

If you're applying for financial aid (e.g. OSAP, a bursary or scholarship), you are not considered sponsored and should select No Sponsorship.

Click **Save and Continue to Next Step**.

Experience



Job Experience – Previous or current paid employment

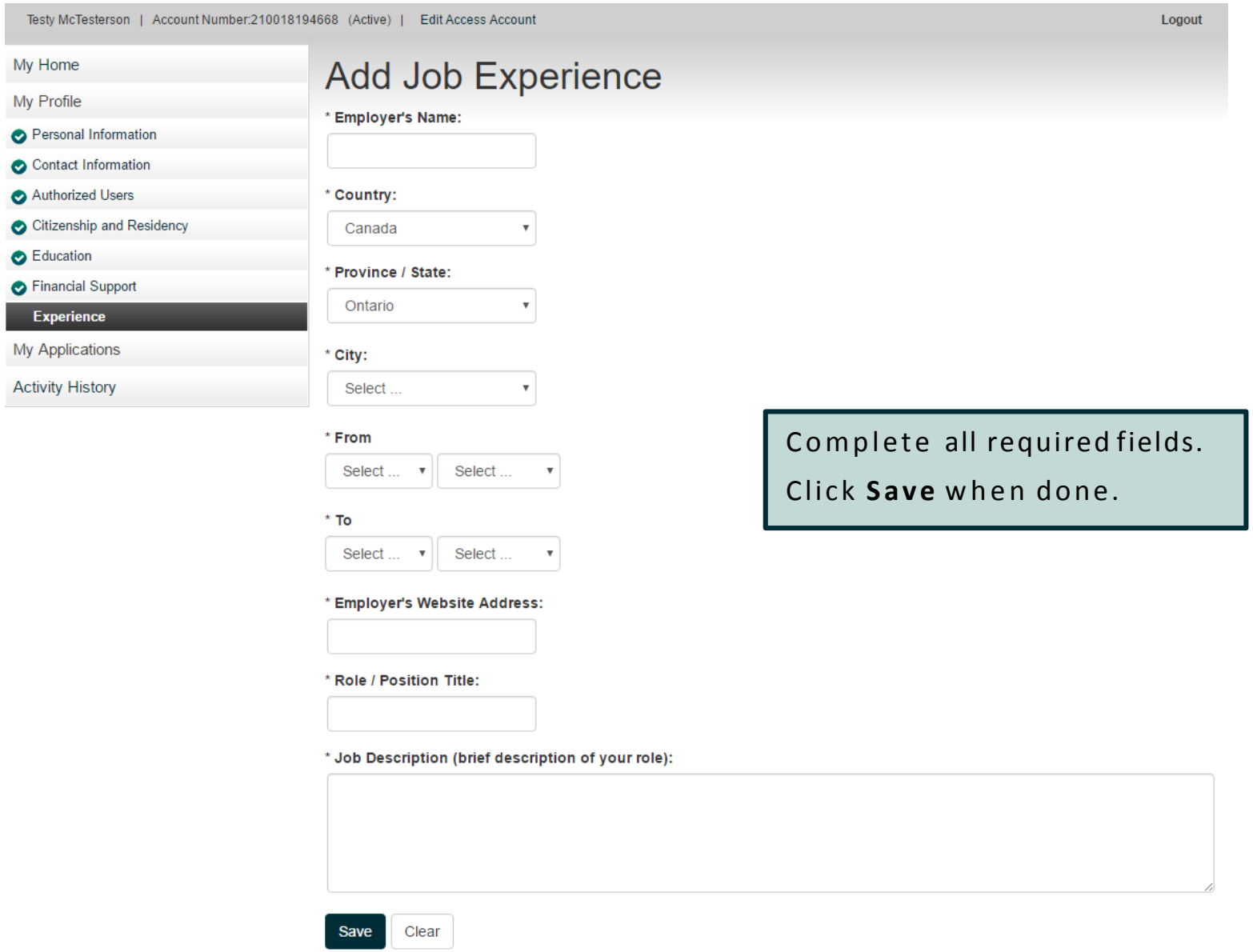
Test Information – Standardized test scores that can be submitted to support your application (e.g. GED, TOEFL, IELTS, HOAE). Your test results will be posted here once we receive them.

Other Activities – Past or current volunteer experience, associations, memberships, etc.

Only add information to these sections if it relates to your area of study. Check the **No Experience** to add box if none of them apply to you.

When you're finished, click **Continue to Next Step**.

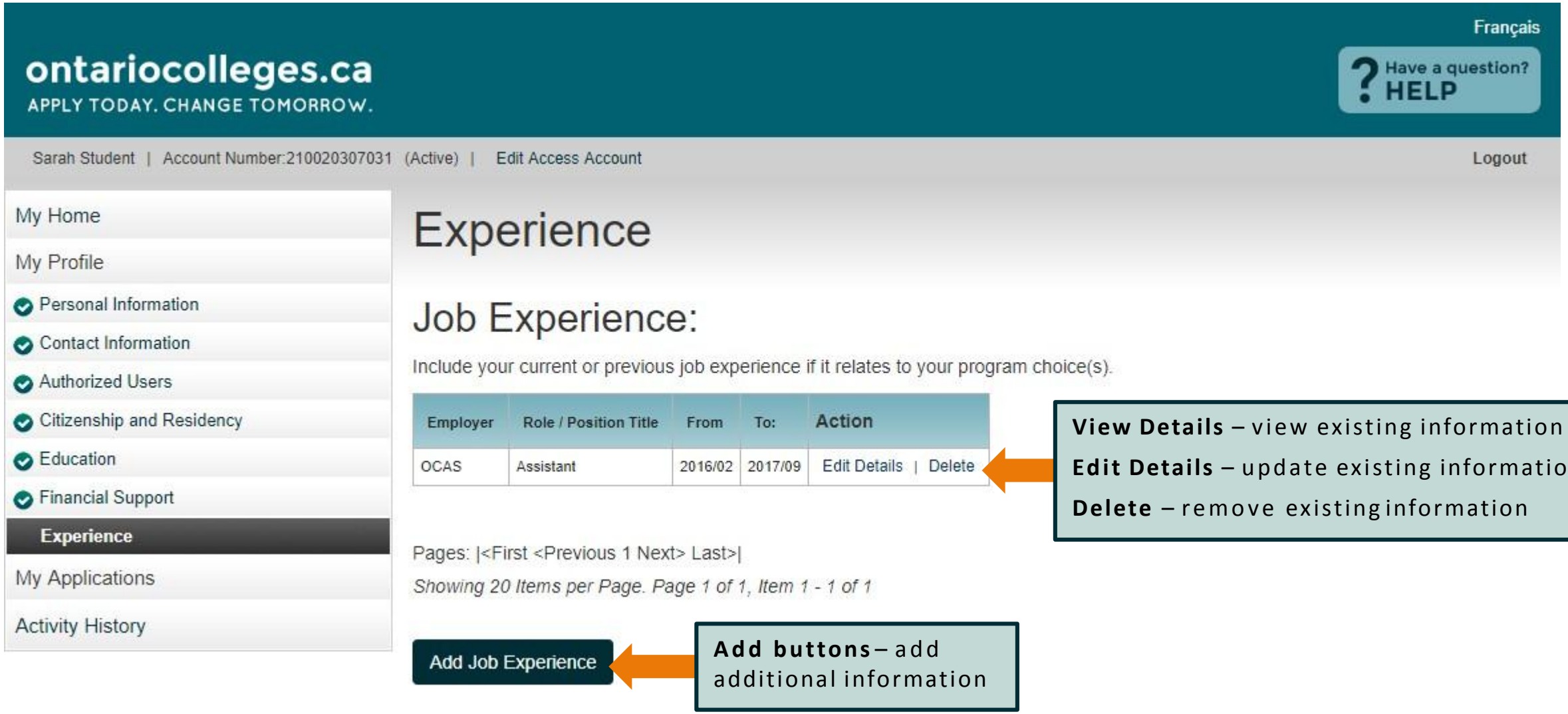
Experience - Add Job Experience



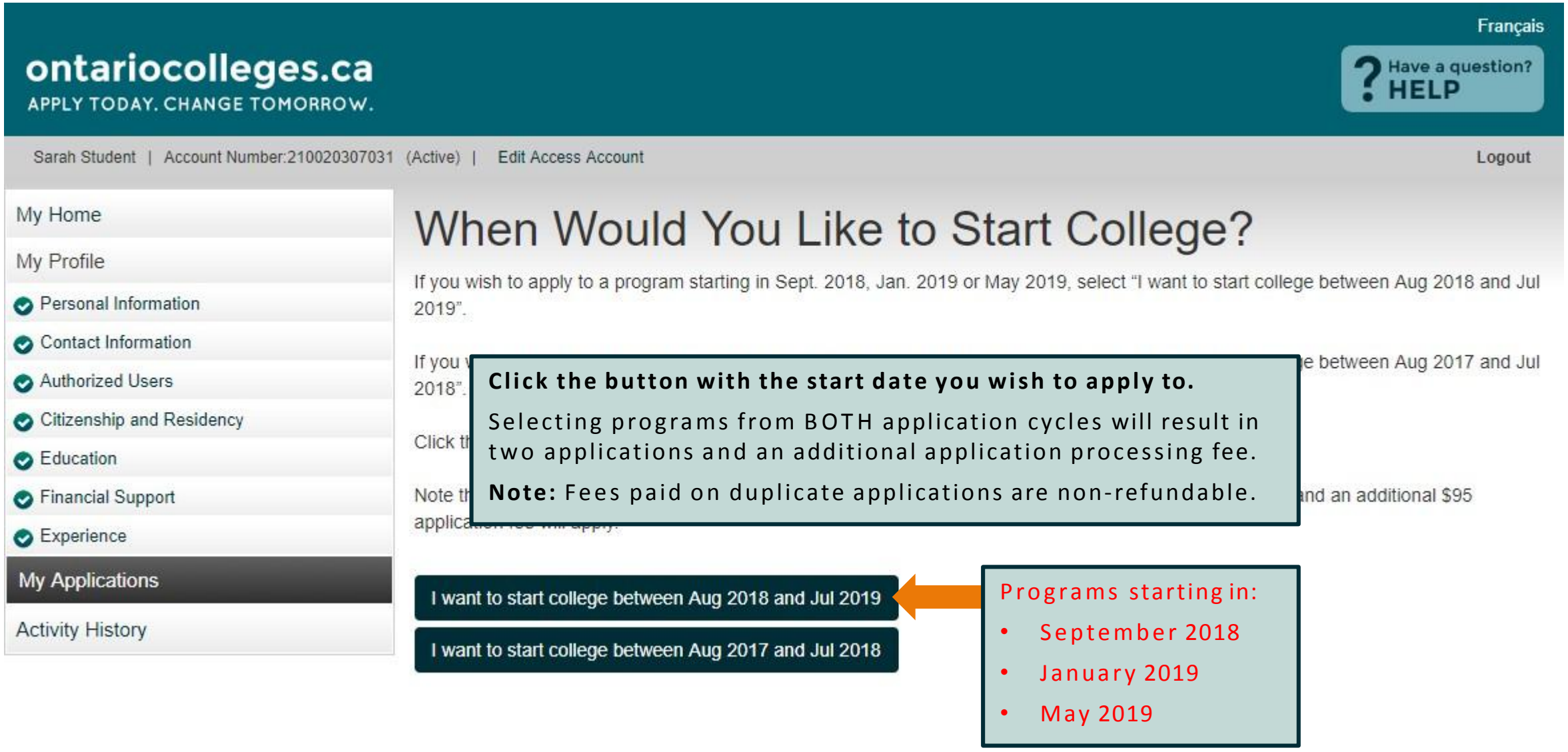
Complete all required fields.

Click **Save** when done.

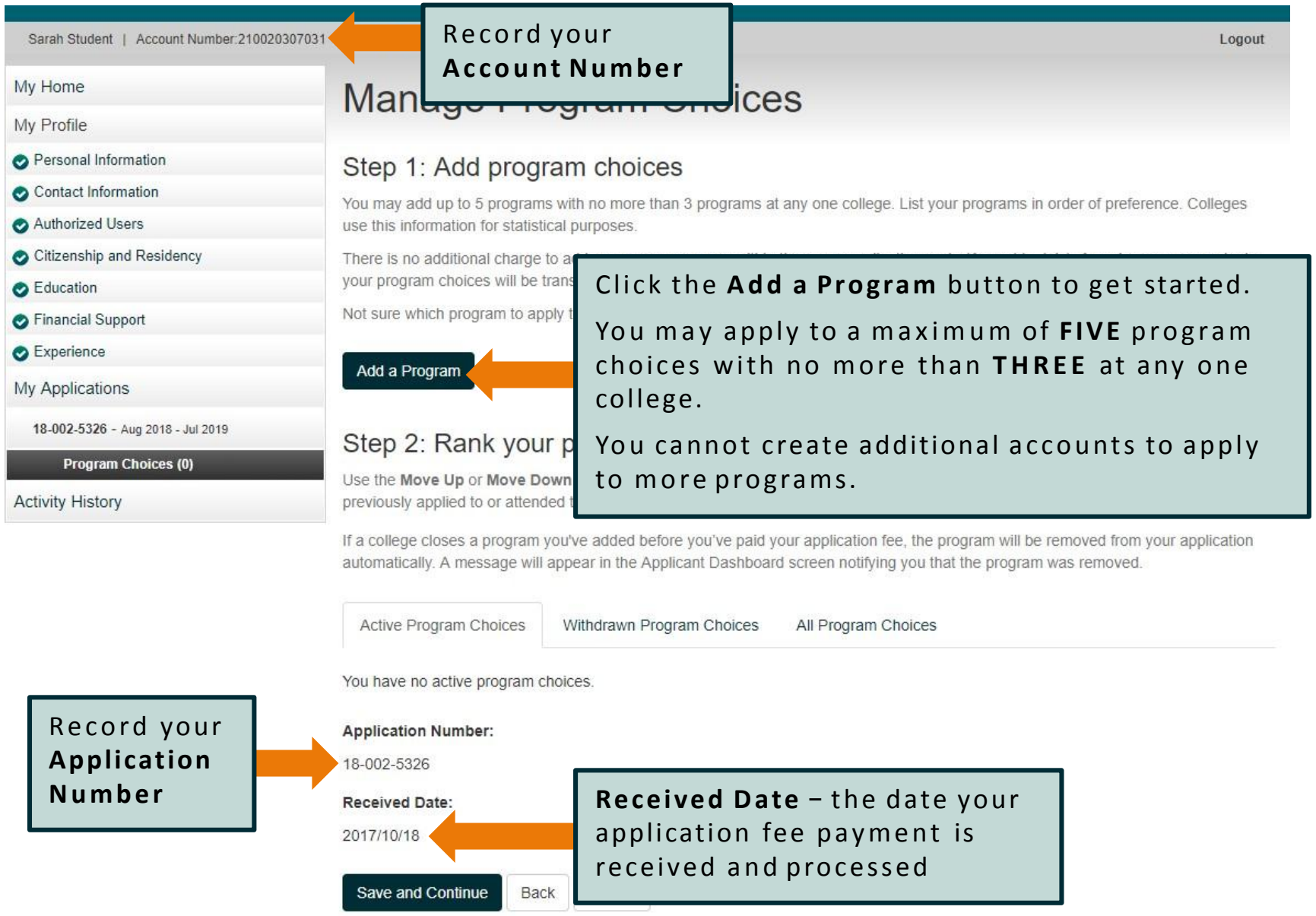
Experience - Summary



My Applications



My Applications – Program Choices



Record your **Account Number**

Click the **Add a Program** button to get started.

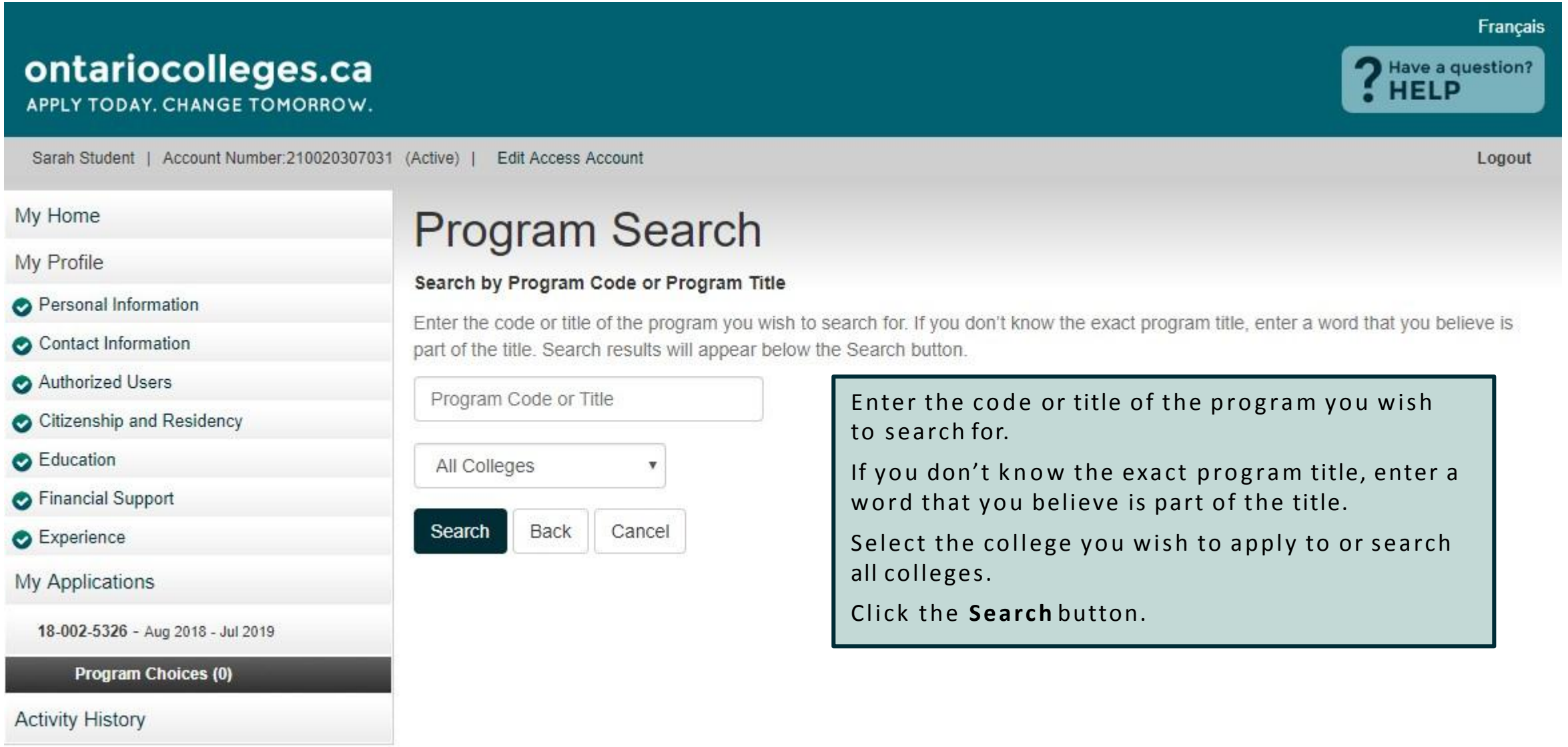
You may apply to a maximum of **FIVE** program choices with no more than **THREE** at any one college.

You cannot create additional accounts to apply to more programs.

Record your **Application Number**

Received Date – the date your application fee payment is received and processed

Program Choices – Program Search



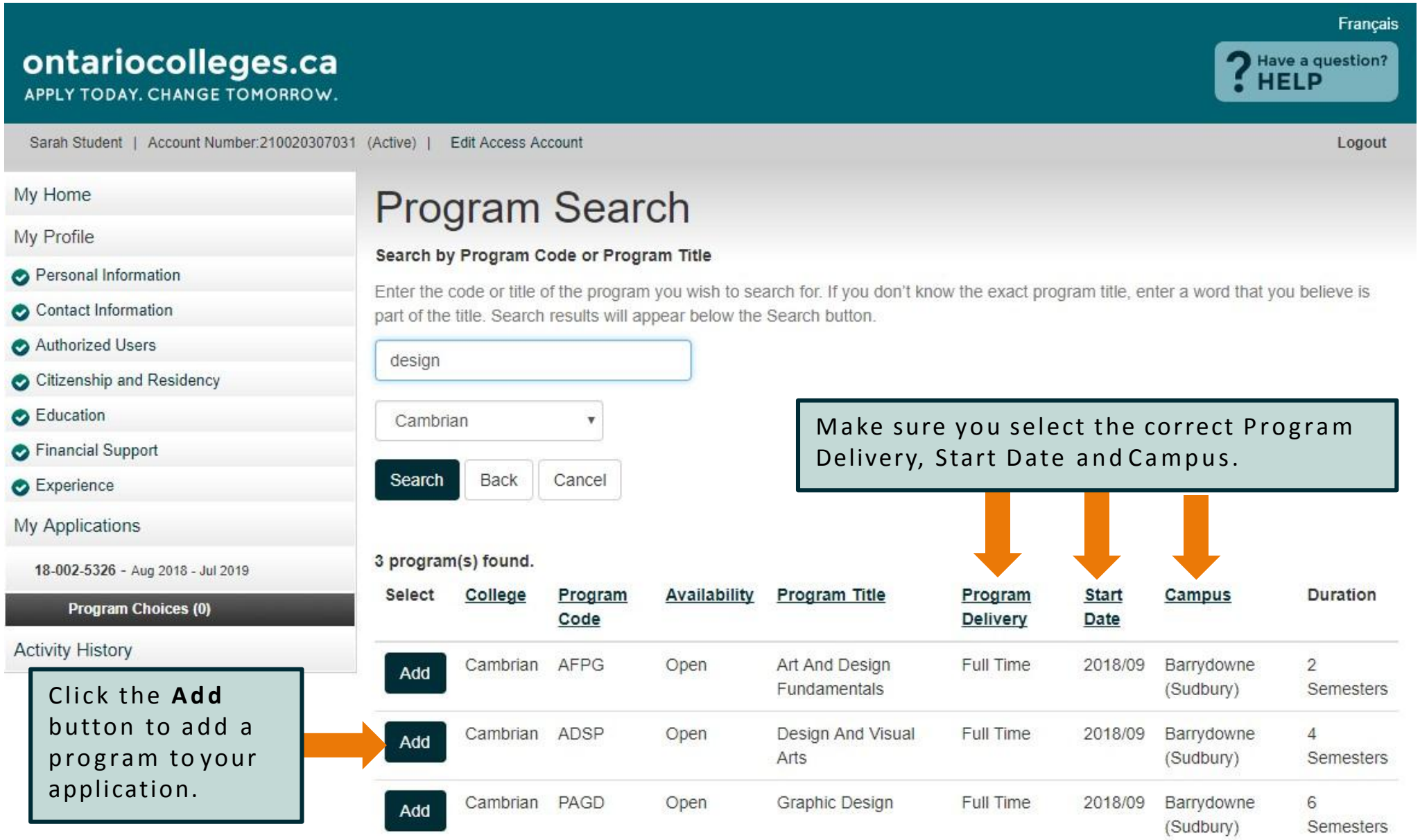
Enter the code or title of the program you wish to search for.

If you don't know the exact program title, enter a word that you believe is part of the title.

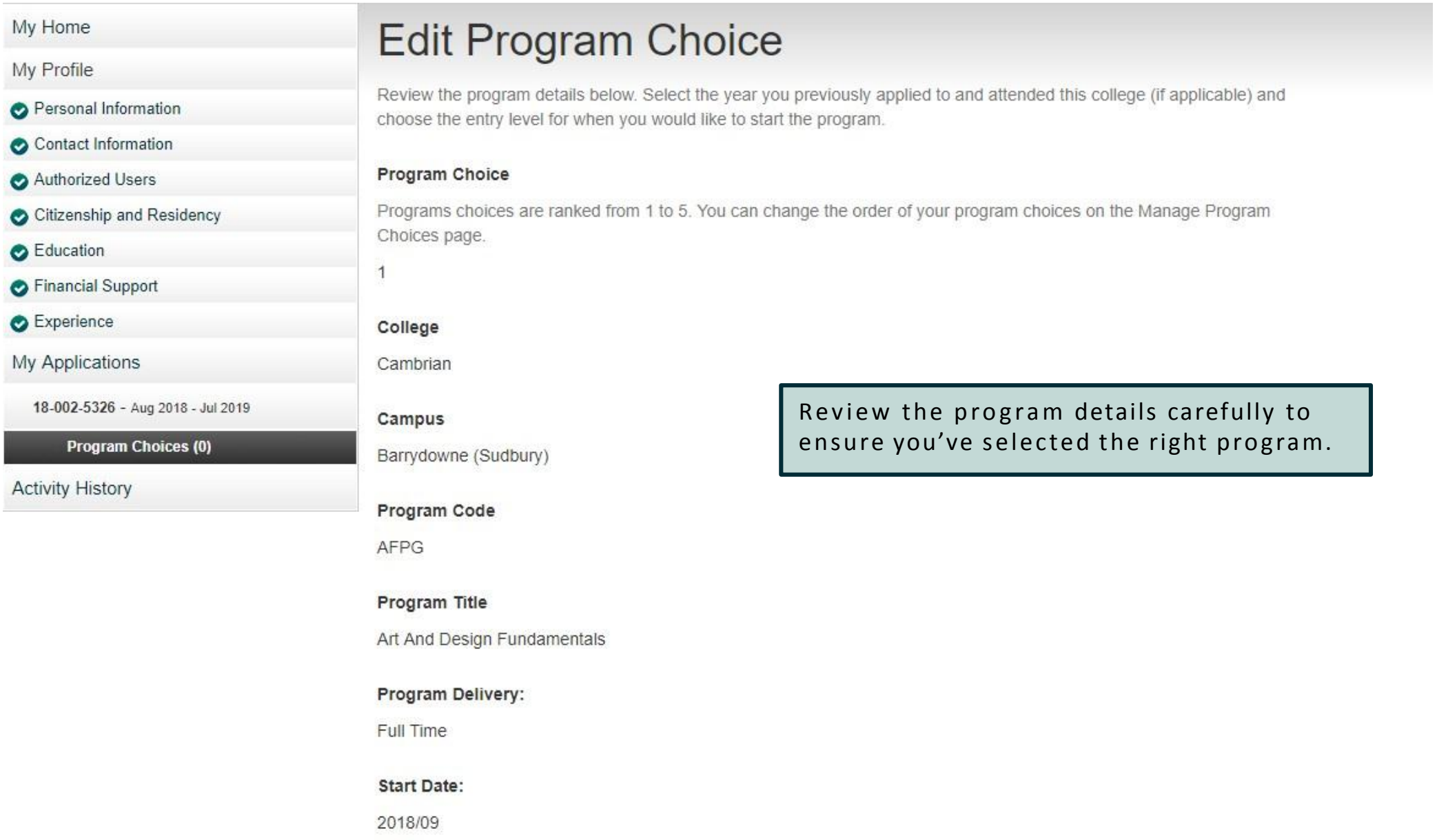
Select the college you wish to apply to or search all colleges.

Click the **Search** button.

Program Choices – Program Search Results

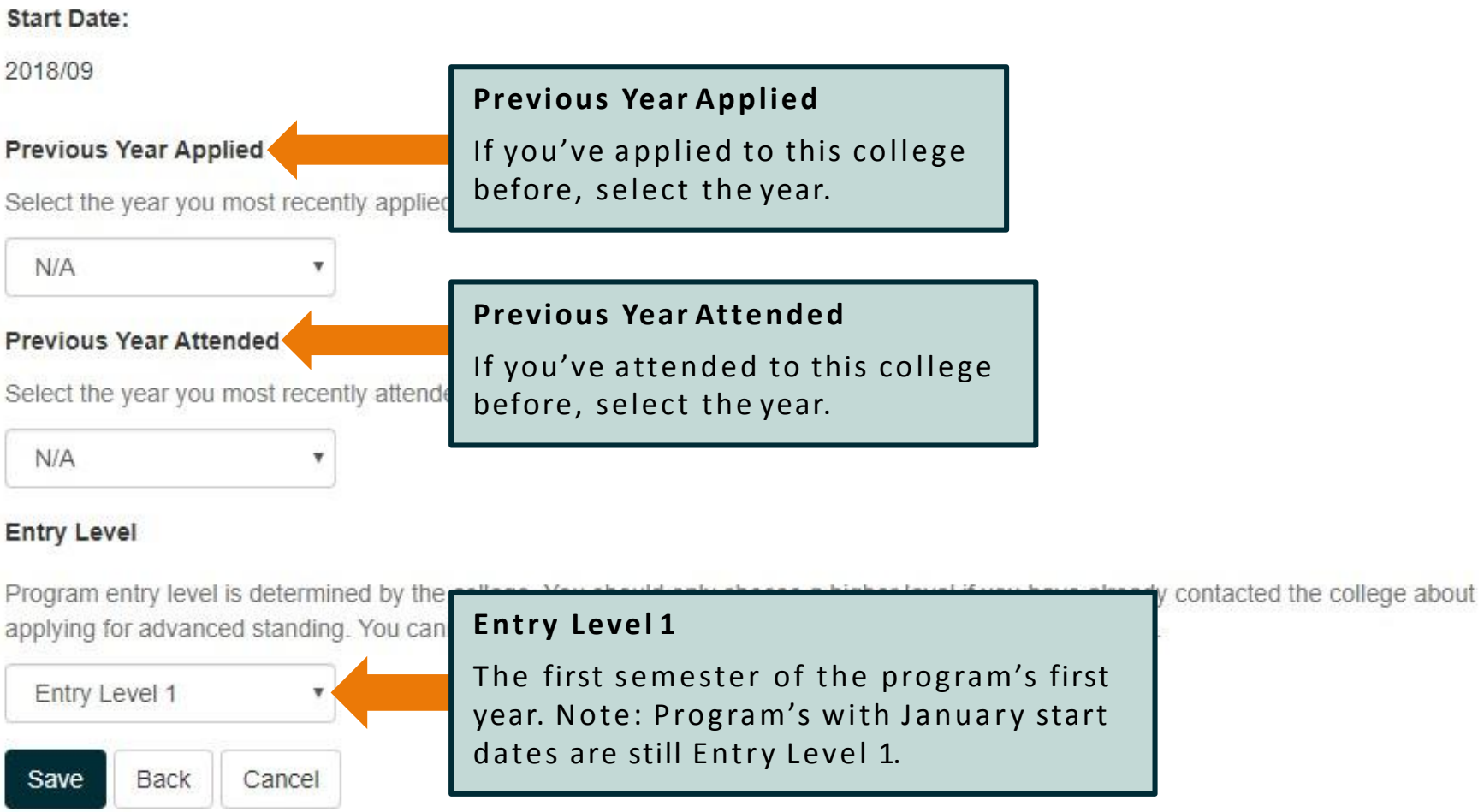


Program Choices – Edit Program Choice



Review the program details carefully to ensure you've selected the right program.

Program Choices – Edit Program Choice



Previous Year Applied

If you've applied to this college before, select the year.

Previous Year Attended

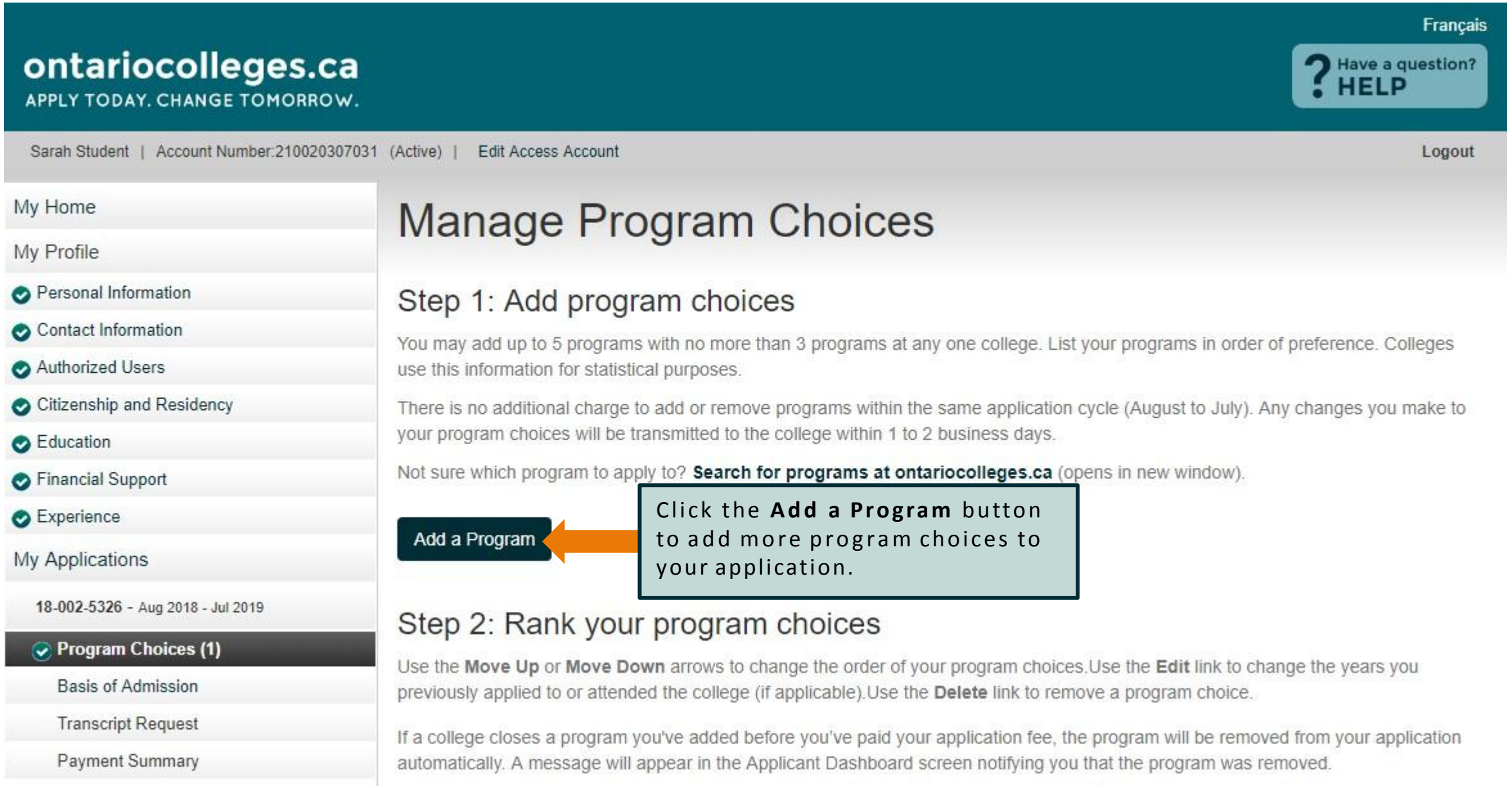
If you've attended to this college before, select the year.

Entry Level 1

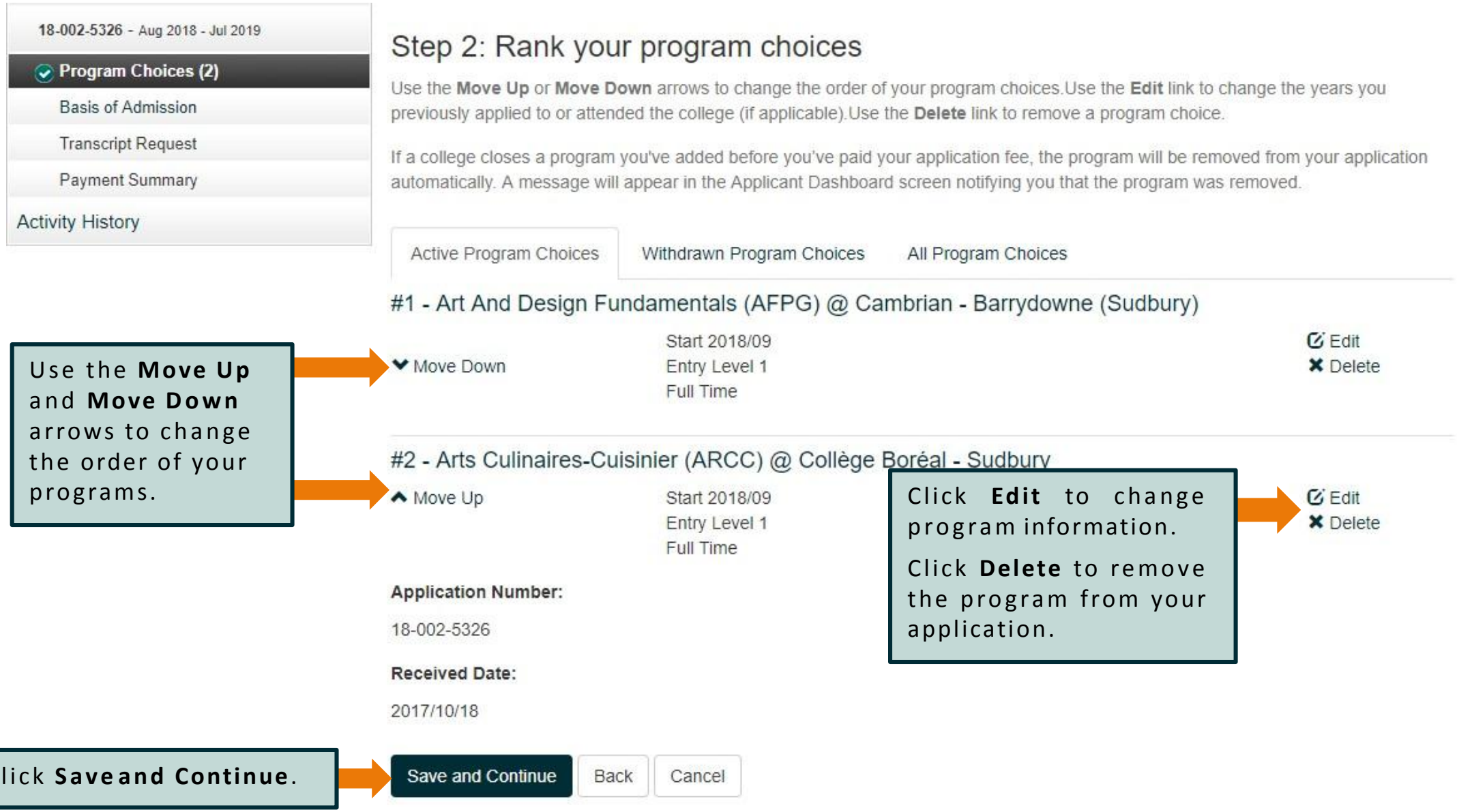
The first semester of the program's first year. Note: Program's with January start dates are still Entry Level 1.

Click **Save** to return to the Program Choices screen.

Program Choices – Manage Program Choices



Program Choices – Rank Your Programs



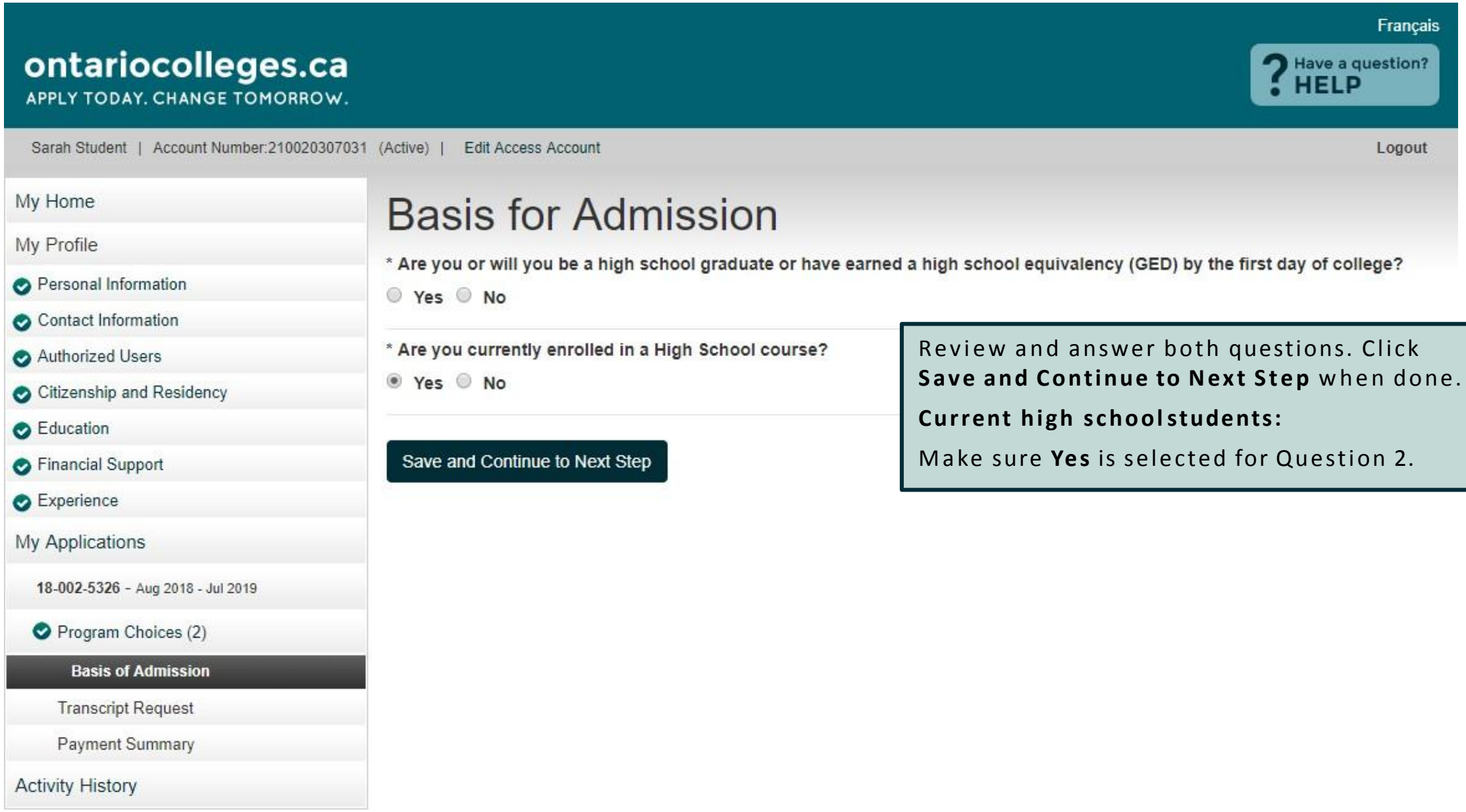
Use the **Move Up** and **Move Down** arrows to change the order of your programs.

Click **Edit** to change program information.

Click **Delete** to remove the program from your application.

Click **Saveand Continue**.

Basis for Admission

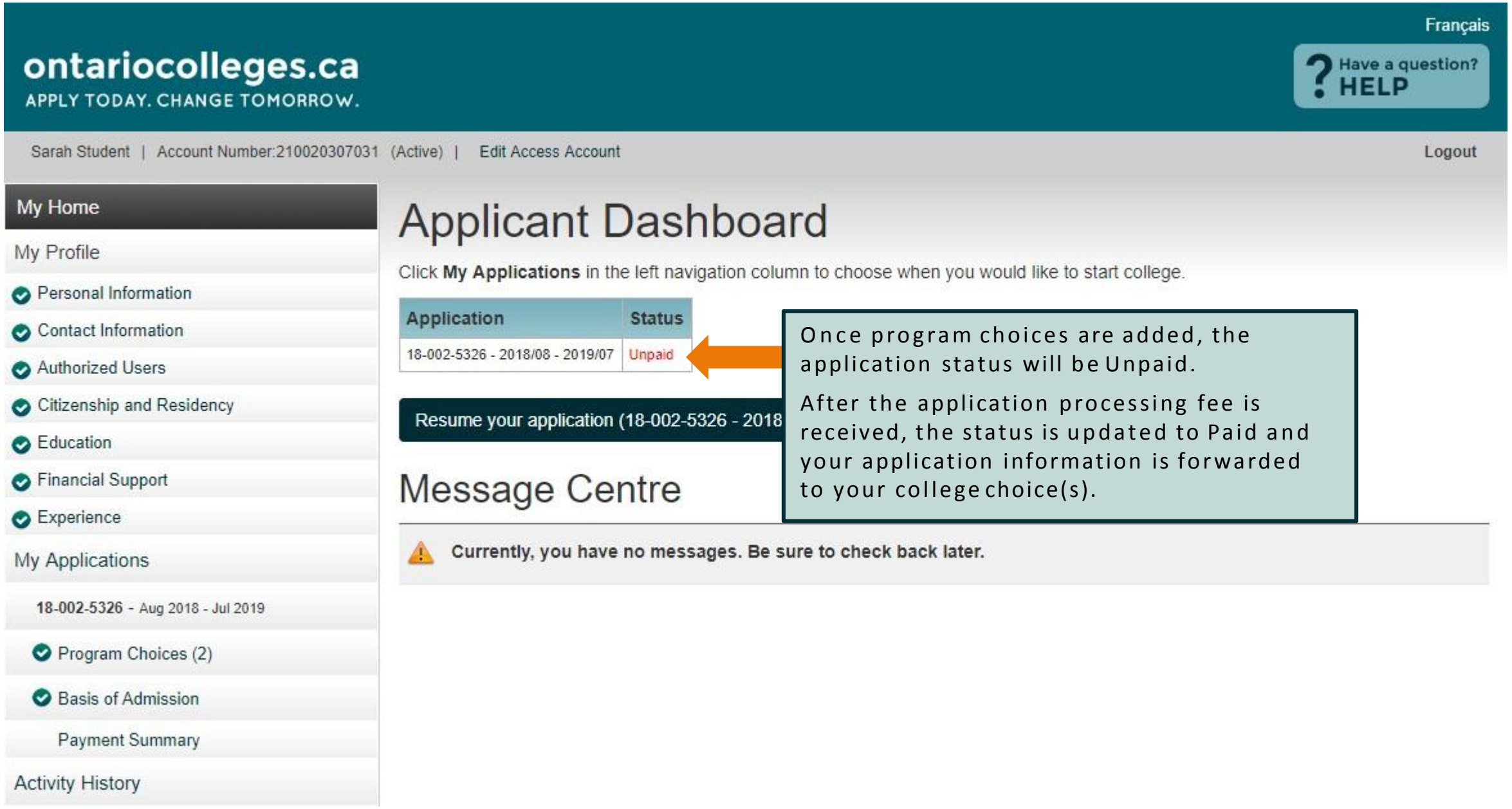


Review and answer both questions. Click **Save and Continue to Next Step** when done.

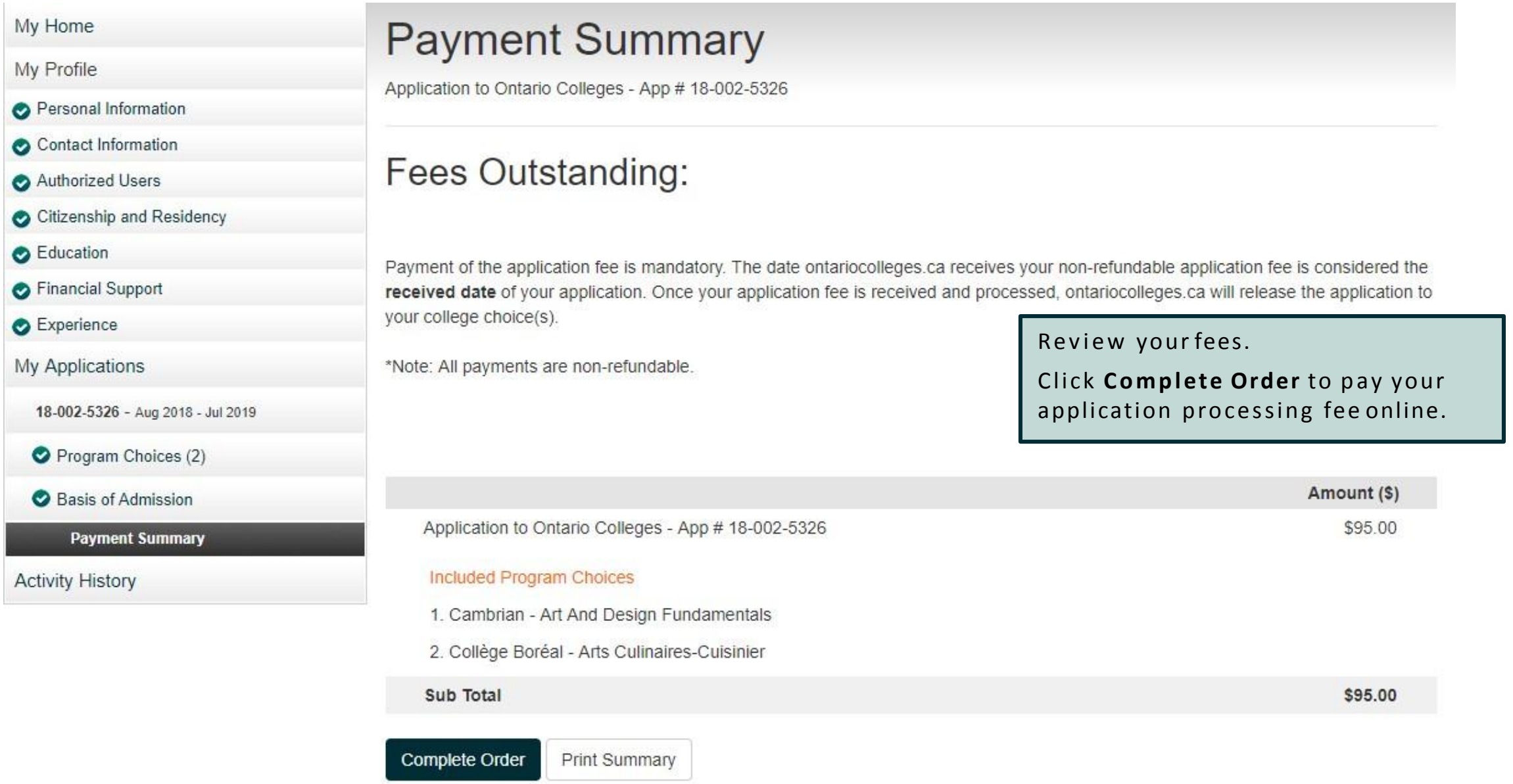
Current high schoolstudents:

Make sure **Yes** is selected for Question 2.

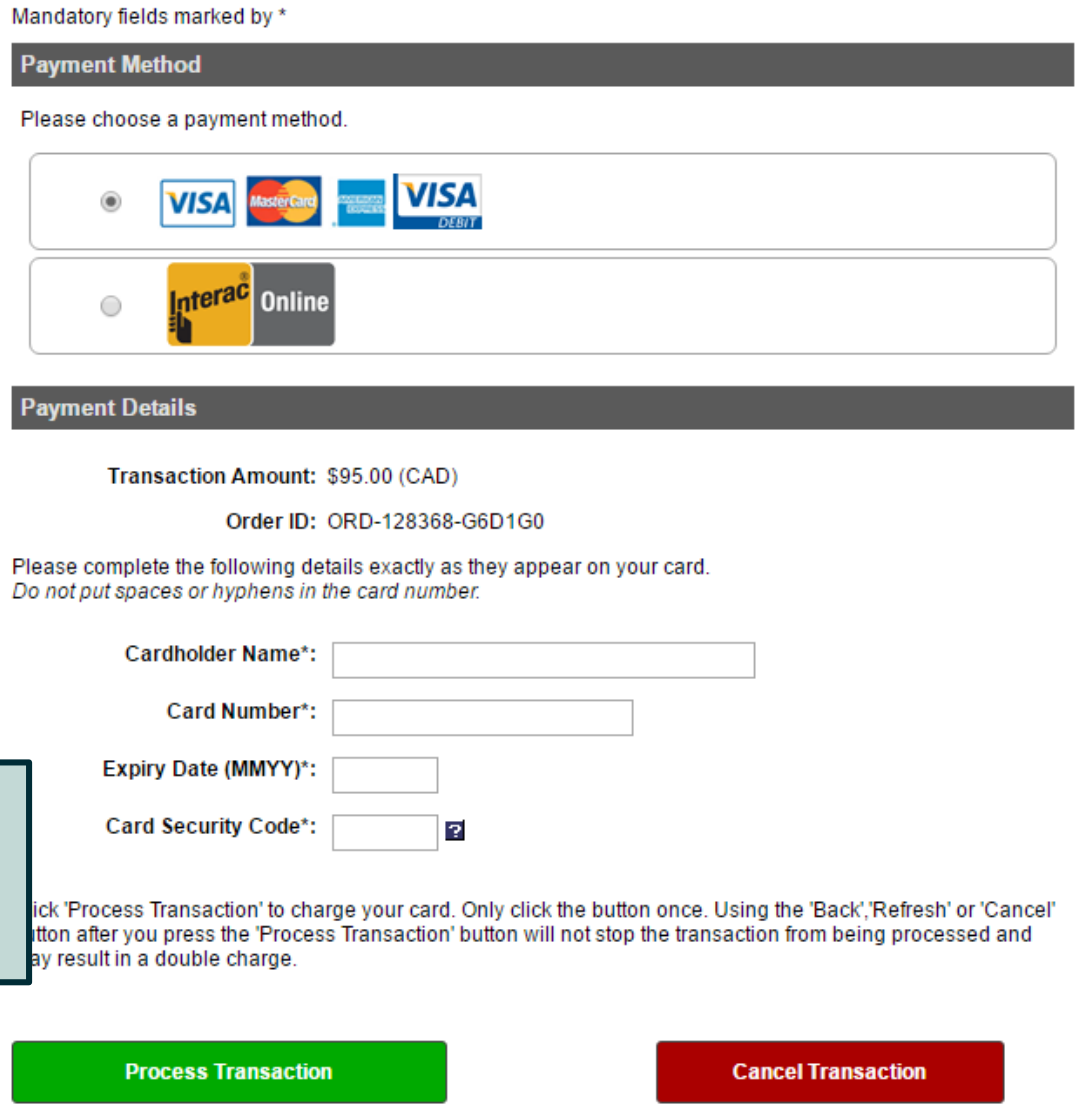
Applicant Dashboard – Application Status



Payment Summary



Secure Online Payment – Credit Card (incl. Visa Debit) or Interac Online



Choose a payment method:

- Credit card (including Visa Debit)
- Interac Online

Enter your credit card details exactly as they appear on the card.

Card Number

Numbers only, no spaces or hyphens

Expiry Date

Enter the date using the format MM/YY

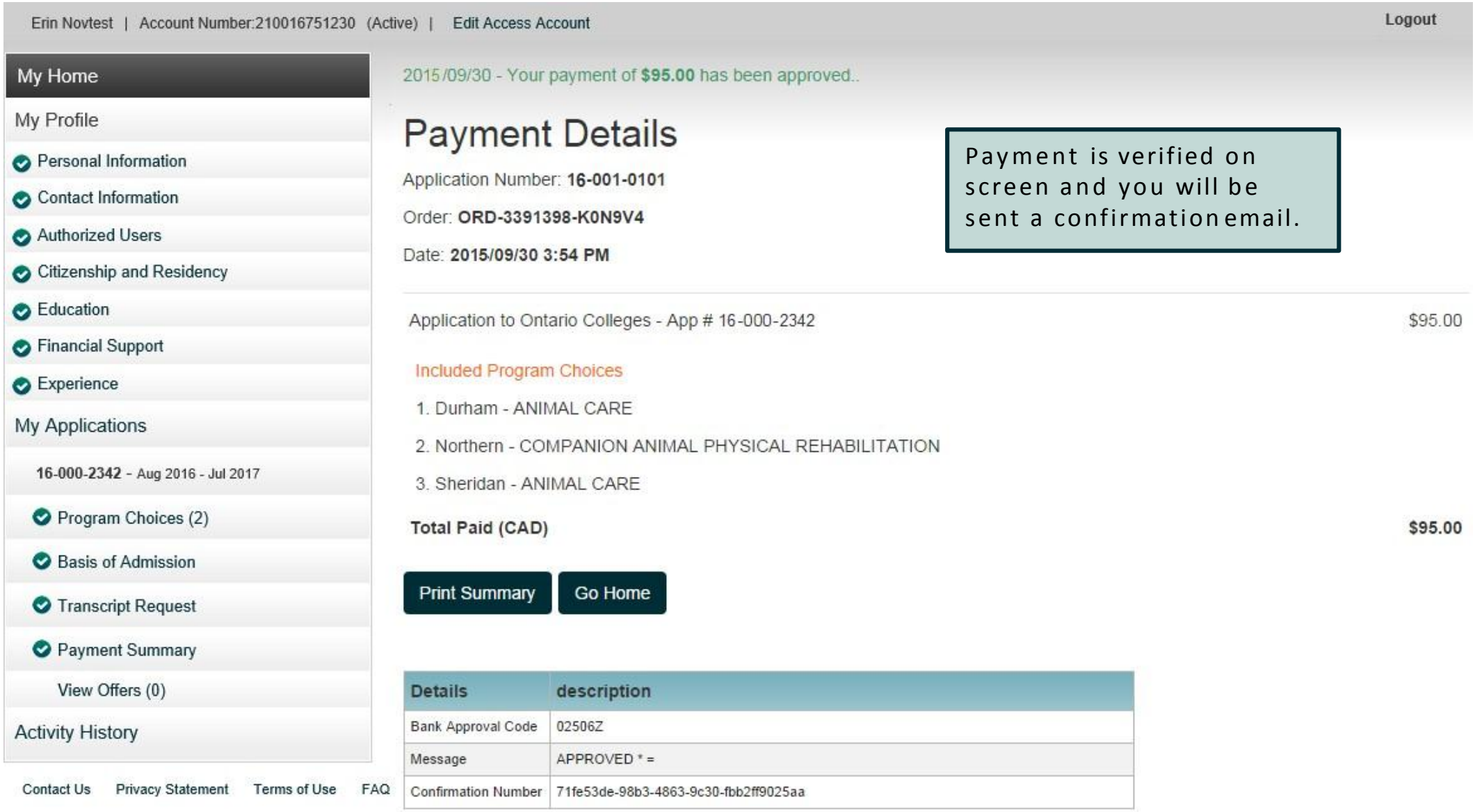
Card Security Code

Visa / Mastercard – 3-digit code on the back of the card

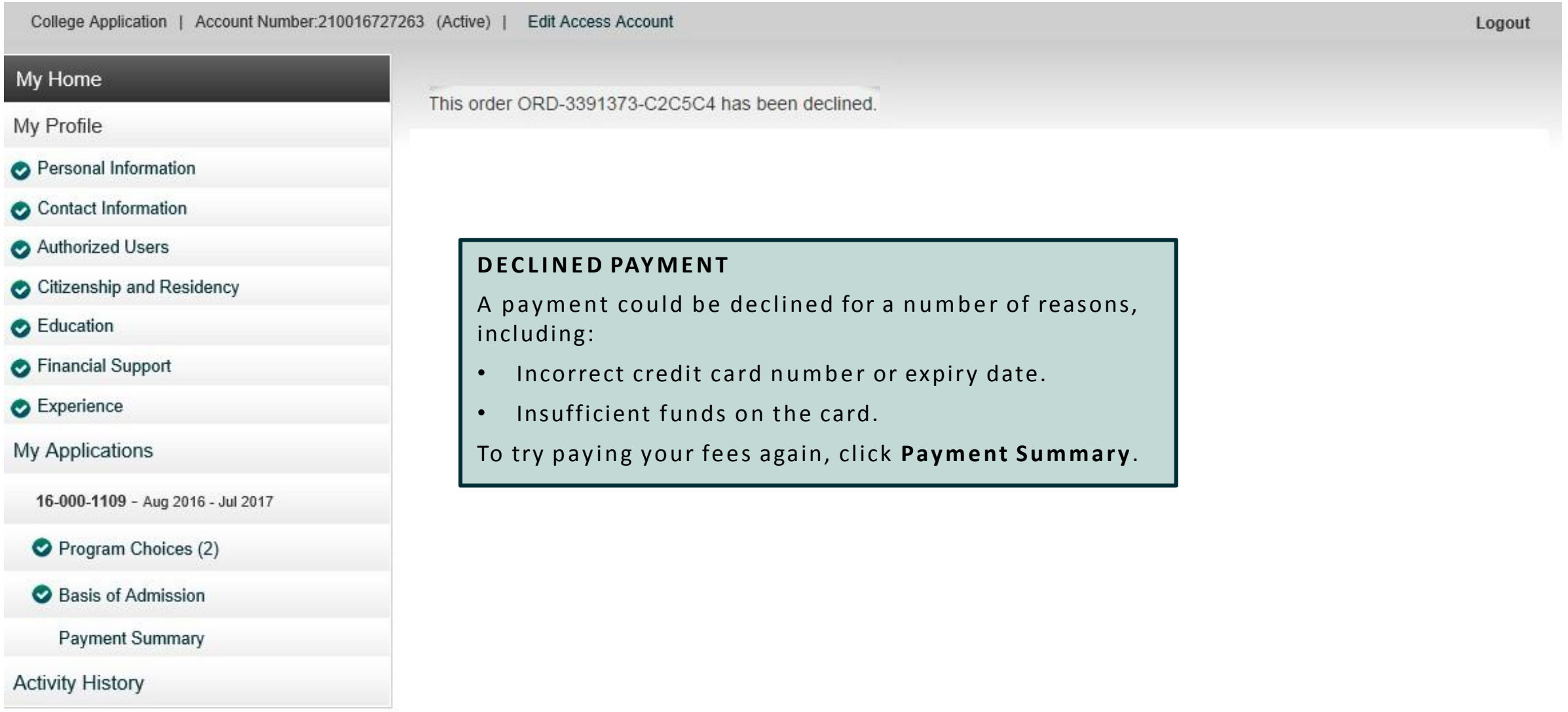
American Express – 4-digit code on the front of the card, above the card number

Click **Process Transaction** or **Proceed to Online Banking** to complete your payment.

Payment Summary - Payment Details



Payment Summary - Declined Payment



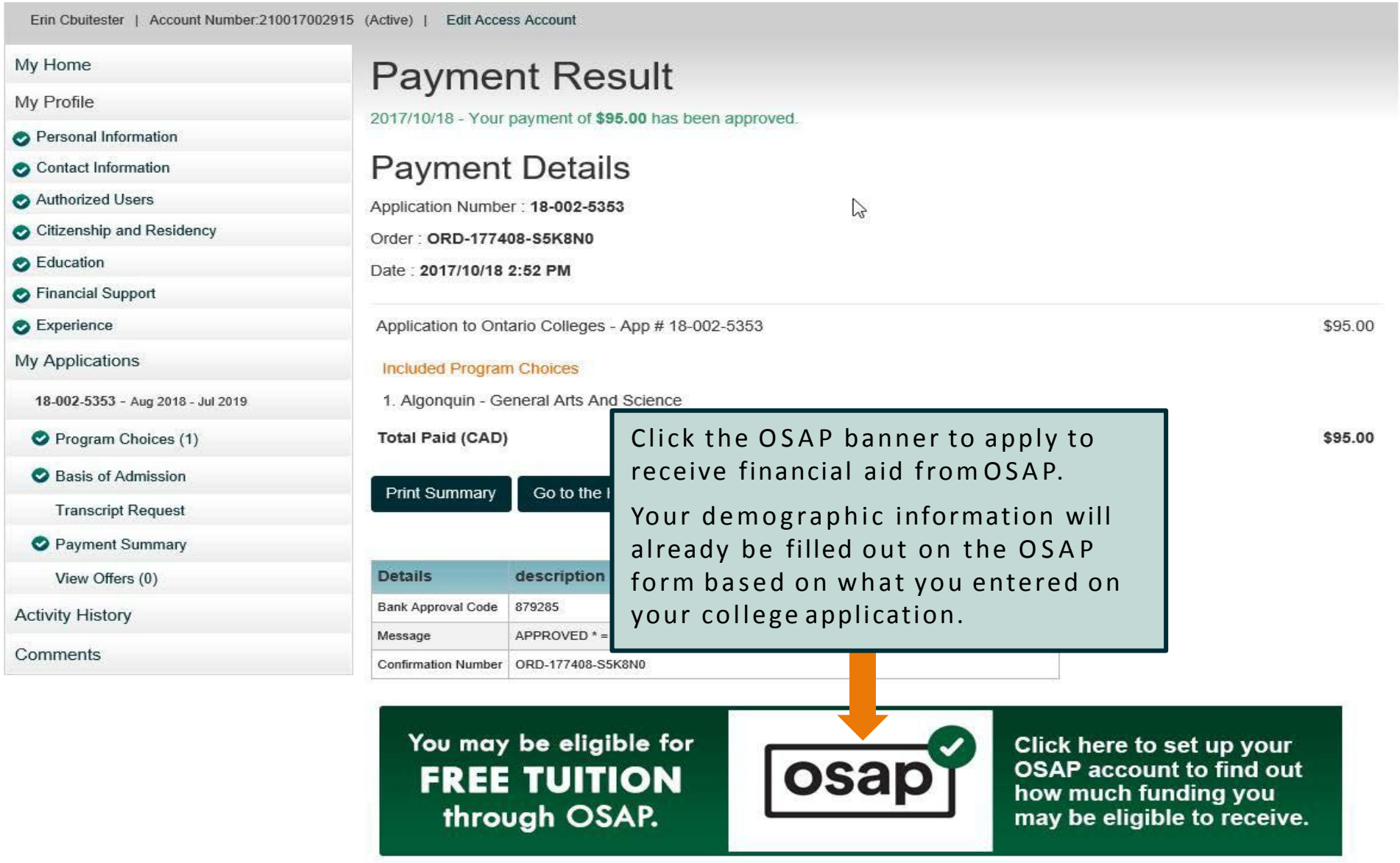
DECLINED PAYMENT

A payment could be declined for a number of reasons, including:

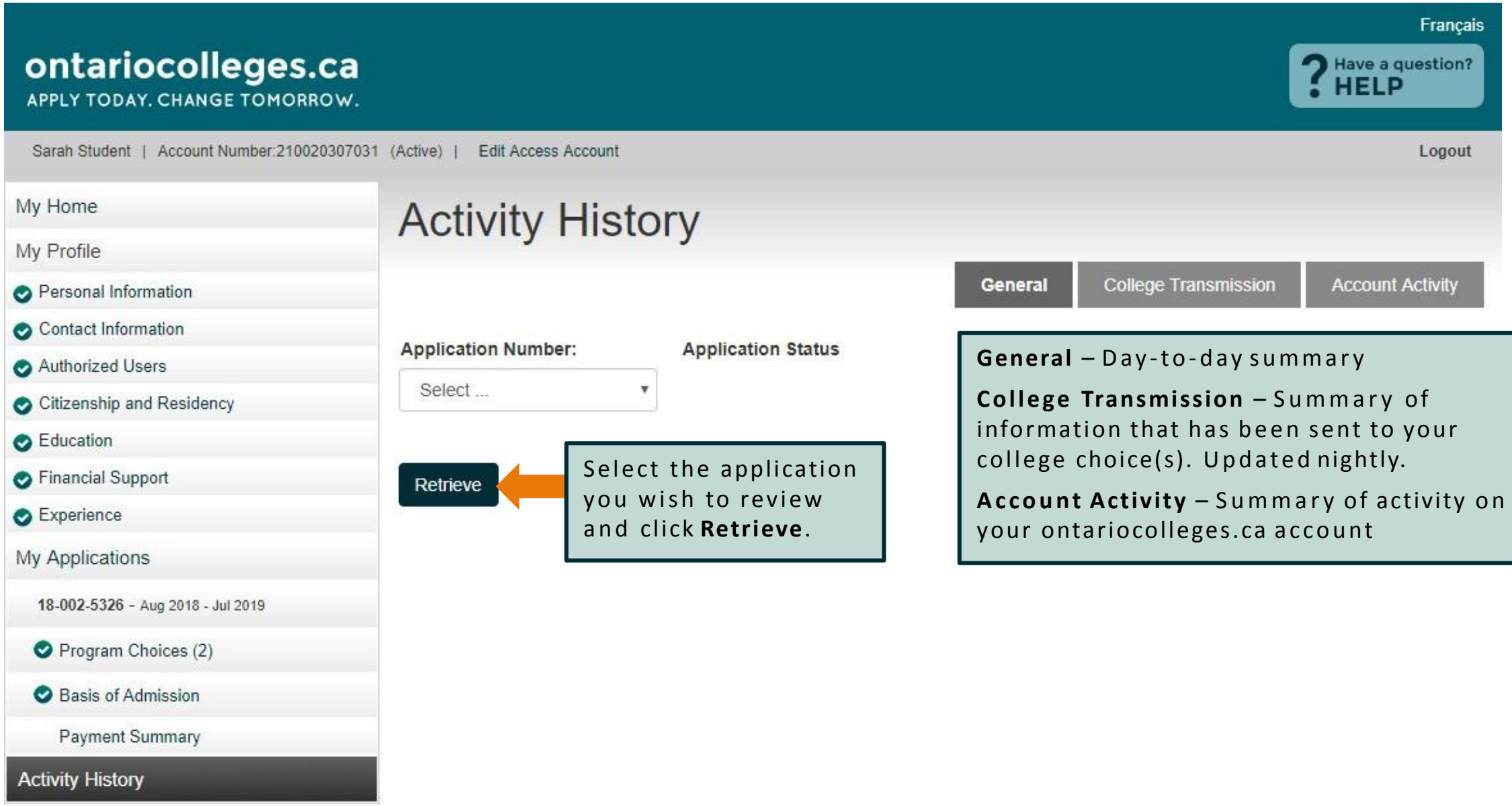
- Incorrect credit card number or expiry date.
- Insufficient funds on the card.

To try paying your fees again, click **Payment Summary**.

Apply For OSAP



Activity History



Activity History – General (Read Only)

Sarah Student | Account Number:210020307031 (Active) | Edit Access Account Logout

- My Home
- My Profile
  - Personal Information
  - Contact Information
  - Authorized Users
  - Citizenship and Residency
  - Education
  - Financial Support
  - Experience
- My Applications
  - 18-002-5326 - Aug 2018 - Jul 2019
    - Program Choices (2)
    - Basis of Admission
    - Payment Summary
- Activity History

Activity History

General | College Transmission | Account Activity

Application Number: 180025326

Application Status Unpaid

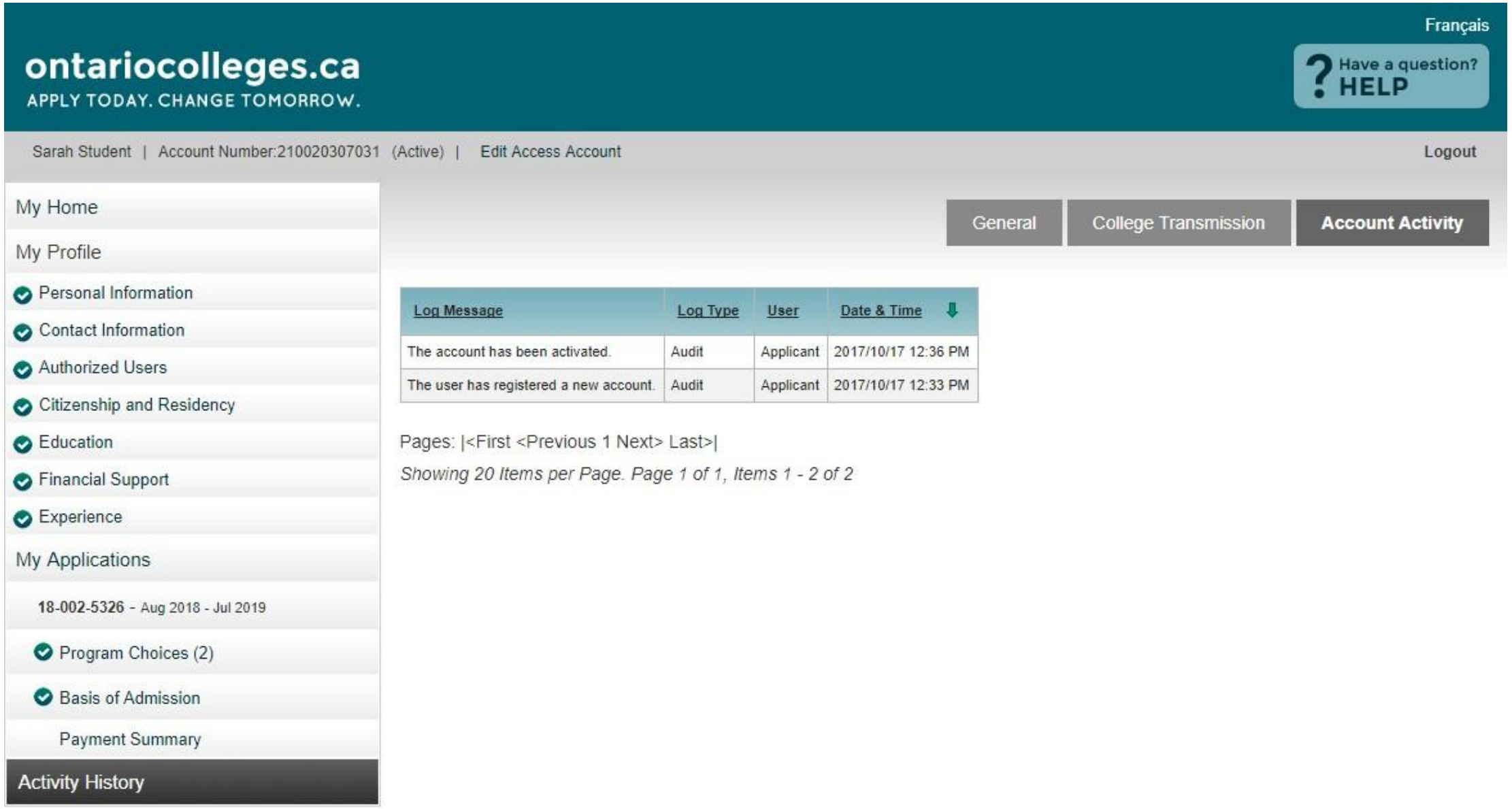
Retrieve

Date / Time	Description	Activity	Update Username
2017/10/18 1:55 PM	Application - 2018-2019	Update	Applicant
2017/10/18 1:49 PM	Application - 2018-2019	Update	Applicant
2017/10/18 1:09 PM	Program Choice - ARCC-BORE-SU-1809-Entry Level 1	Create	Applicant
2017/10/18 1:07 PM	Application - 2018-2019	Update	Applicant
2017/10/18 1:07 PM	Program Choice - AFPG-CAMB-BA-1809-Entry Level 1	Create	Applicant
2017/10/18 12:13 PM	Application - 2018-2019	Create	Applicant
2017/10/18 11:56 AM	Account Information	Update	Applicant
2017/10/18 11:56 AM	Experience - OCAS	Create	Applicant
2017/10/18 11:45 AM	Account Information	Update	Applicant

Pages: |<First <Previous 1 2 Next> Last>|

Showing 20 Items per Page. Page 1 of 2, Items 1 - 20 of 22

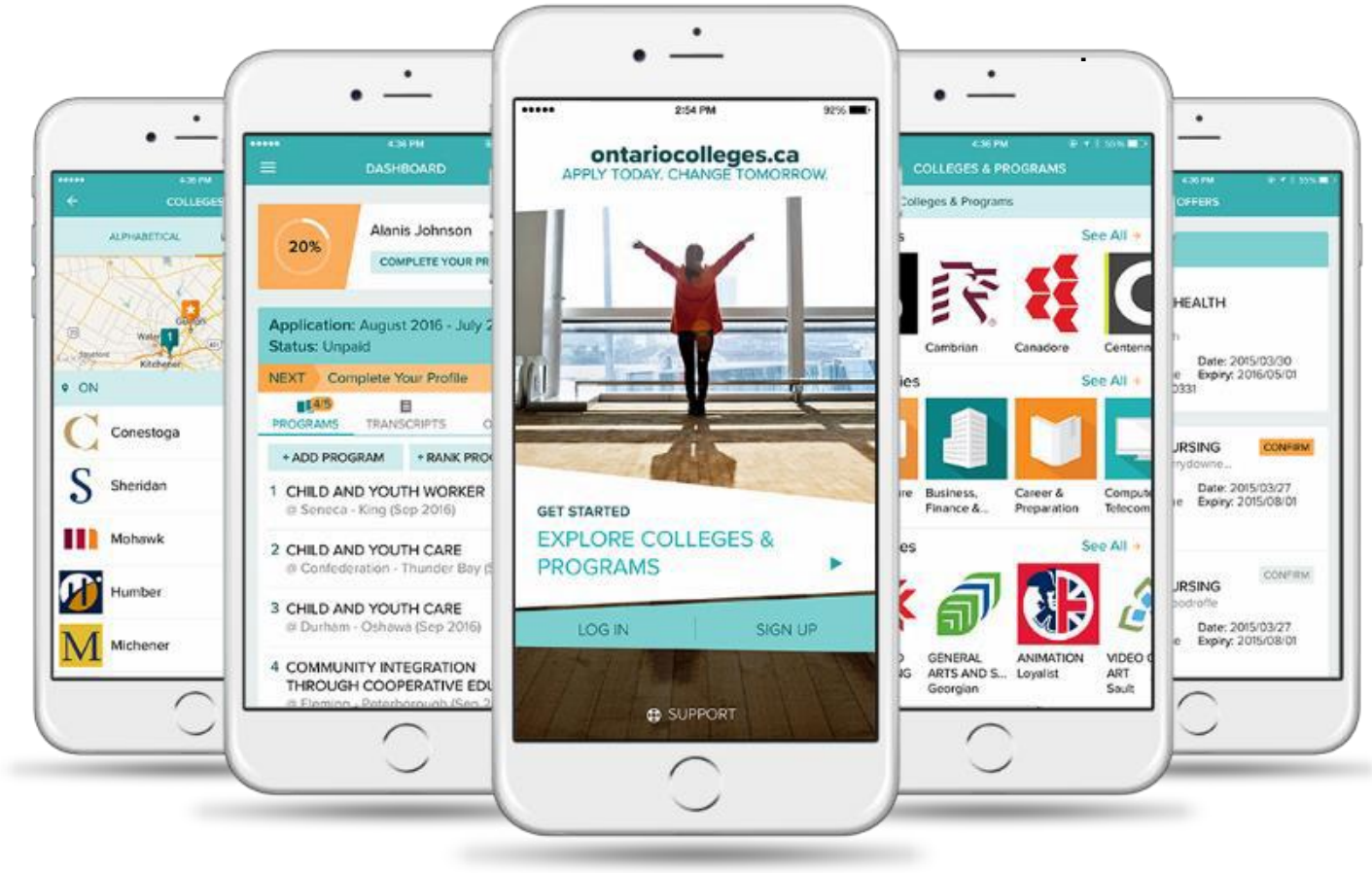
Activity History – Account Activity



Apply From Your Phone

ontariocolleges.ca App

- Create an application
- Log in to your application
- Explore college programs
- Add programs to a Favourites list



- Add programs to your application
- Request your transcripts
- Pay for your application
- View and confirm offers

Find it in the App Store and on Google Play

Available on the iPhone App Store

ANDROID APP ON Google play

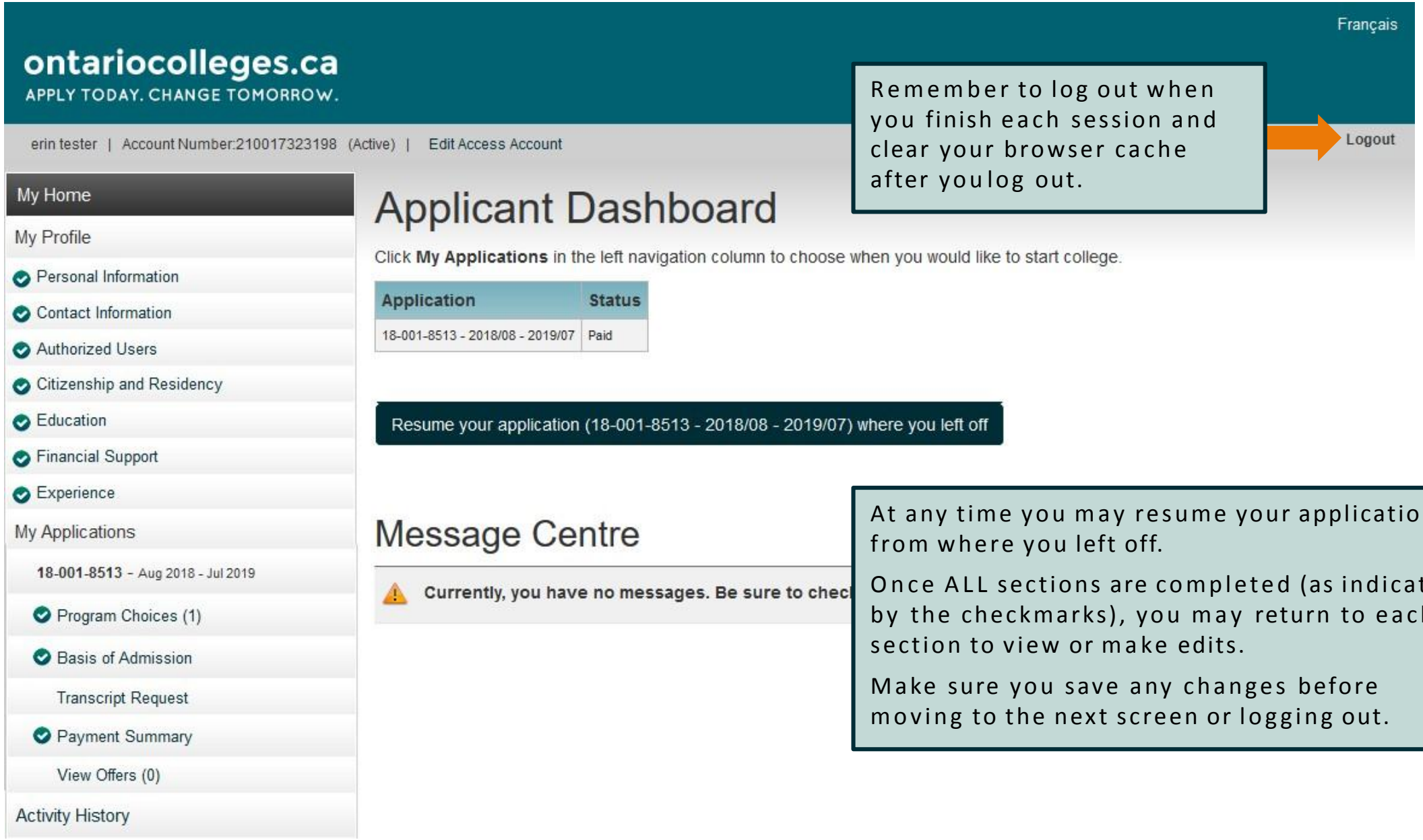
After You Apply – Next Steps

After You Apply

I've submitted my application. What's next?

- **Send your transcripts.** If you're an Ontario high school graduate, a GED holder, or have attended a school outside Ontario, you'll need to submit your transcript. To find out how to request transcripts and have them sent to the colleges with your application, visit our Transcripts page: ontariocolleges.ca/transcripts
- **Verify your grades.** If you're a current Ontario high school student, you'll need to log in to your account to verify your grades. We recommend checking the Education section after your mid-term and final marks for semesters 1 and 2 have been submitted. If you notice an error, report it your guidance counsellor.
- **Update your application.** If you need to make changes to your application, such as adding or removing a program, or update your account information, such as your address or phone number, log back in to your ontariocolleges.ca account.
- **Confirm your offer.** Colleges begin sending out offers on February 1. The following slides explain how to view and confirm offers of admission.
- **Apply for financial aid.** Once you've confirmed an offer, it's time to start thinking about paying for college. There are many financial aid options available to you, including OSAP, scholarships, bursaries and grants. To learn more, check out our Paying for College page: ontariocolleges.ca/colleges/paying-for-college

Update Your Application



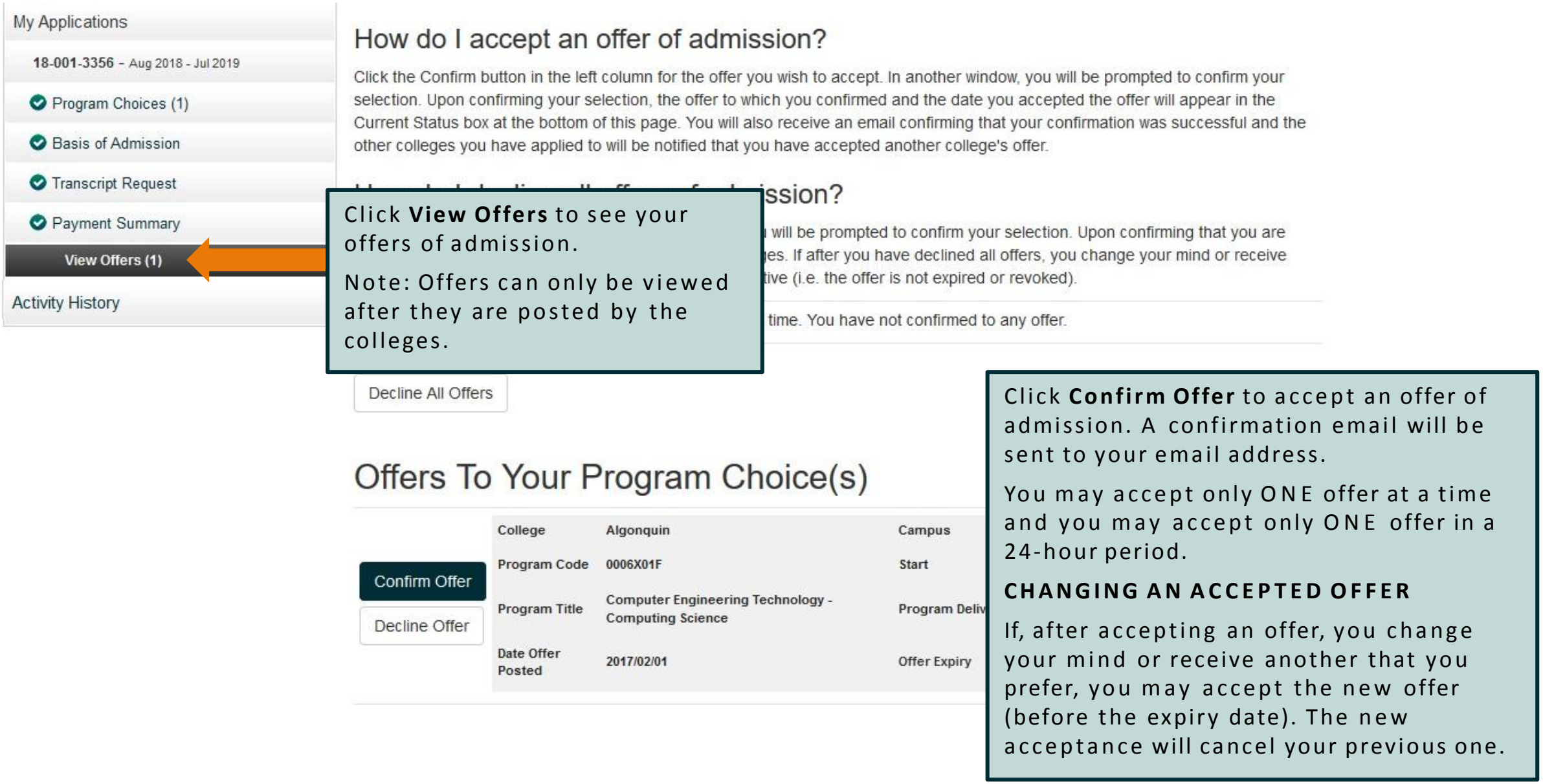
Remember to log out when you finish each session and clear your browser cache after youlog out.

At any time you may resume your application from where you left off.

Once ALL sections are completed (as indicated by the checkmarks), you may return to each section to view or make edits.

Make sure you save any changes before moving to the next screen or logging out.

View and Confirm Offers



Click **View Offers** to see your offers of admission.

Note: Offers can only be viewed after they are posted by the colleges.

Click **Confirm Offer** to accept an offer of admission. A confirmation email will be sent to your email address.

You may accept only ONE offer at a time and you may accept only ONE offer in a 24-hour period.

CHANGING AN ACCEPTED OFFER

If, after accepting an offer, you change your mind or receive another that you prefer, you may accept the new offer (before the expiry date). The new acceptance will cancel your previous one.

Need Help?

Need Help?

For Application Help:

- Click **FAQ** to find answers to common questions
- Chat with us in real-time by clicking the **Live Chat** button on the ontariocolleges.ca website
- Email us at ask-us@ontariocolleges.ca
- Call us at **1-888-892-2228**

To Correct High School Grades:

- See your guidance counsellor

For Offer of Admission Information:

- Contact the college(s) you've applied to

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