APPLYING ON-LINE TO ONTARIO COLLEGES FOR 2024-2025

- Choose your programs before logging in to complete the on-line application - OCAS
    - http://www.ontariocolleges.ca
- Up to **five program choices are allowed**, with no more than three choices at any one college, for a cost of $110.00. If more choices are required, there will be an additional cost.
- Apply and pay as early as possible, especially for competitive programs. OCAS sends information to the colleges starting November - The Application deadline is **February 1**!!!!!
- After February 1ˢᵗ, colleges consider applicants on a first-come, first-served basis until programs are full.
- To apply from your phone get the ontariocolleges.ca app from the app store or Google Play Store
- All program choices must start within the same academic year (August – July)
- Please note that your offers are sent via the ontariocolleges.ca website and you will need to check the website frequently.

THINGS TO DO CHECKLIST
- ❑ Research your college options and admission requirements
- ❑ Check out college publications, websites and go to college Open House events & tours
- ❑ Take a look at the on-line Find Program at ontariocolleges.ca
- ❑ Have a valid email account and regularly check it, the colleges communicate with you by email
- ❑ Your username is your email address that you provide; think of a unique password
- ❑ Know your correct address and Postal Code
- ❑ Know your Ontario Education Number (O.E.N.) and student number. Check your Transcript or ask the Student Data Administrators in the Hill Park Learning Centre office if you don't know it.
- ❑ Have a valid Visa, MasterCard or American Express number and expiry date if you plan to pay on-line
- ❑ The $110.00 application fee is non-refundable
- ❑ You can make 5 program choices with no more than three at any one college
- ❑ **Do not create more than one account!**
- ❑ Add noreply@ontariocolleges.ca to your safe senders email list
- ❑ Check your junk/spam folder just in case!

General Information
- At any time click on the Help Link (top right of screen)
- Fields that you must complete are indicated by an * (asterisk)
- Tutorial Website: https://www.ontariocolleges.ca/en/apply

Start Your Application

- Go to **ontariocolleges.ca** and click on "**Apply**" (if you have previously applied, you will need to retrieve your password)
- Applicants will be directed to the "**Sign up**" page to create an account
- Complete the information in this section. Make note of your username and password (your email is your username). ***Password must be between 8 and 14 characters and must include one letter and one number***
- Complete the Challenge questions to use if you forget your username and/or password.
- Click "**I agree to the terms and conditions**" to continue to the next step
- An email will be sent to the email address you provided during account creation to activate your account
- Click on the http// link within the email to activate your account (you will not be able to login without activating your account)
- Notice of successful account activation is provided: "**Account Activation Successful**"
- Click on the link to access the login screen – application log-on page: *"Please click here to login"*
- Login using the username and password created when signing up for your account (username is your email address)
- Read the privacy statement provided
- Select one of the buttons to proceed: "**I accept the privacy statement**"
- On first login only, you will be asked to accept email communications: Click on YES
- Click on "**Start your College Application**" button on the applicant dashboard
- Under **My Profile** on left side, the links are listed for all sections to be completed on the Applicant Dashboard page; a check mark will appear after each section is completed. (All sections must be completed in the order they appear)
- Click "**Save and continue to next step**"

Personal Information

- Complete all required fields marked with an (*); click "**Save and continue to next step**".

Contact Information

- Enter your mailing information.
- Address will be verified and displayed in proper mailing format; click "Edit Address" if your address is incorrect or has changed
- Click "**Save and Continue**" after information is submitted
- Complete the remaining required fields
- Click "**Save and continue to next step**"

Authorized Users

- To authorize another person to access your account click "**Add an Authorized User**"; if you do not wish to provide authorization click "**No Authorized Users to Add**" to move to the next screen
- ** If you allowed access, complete the authorization information – click "**save"** to continue
- Click "**move to next step**"

Citizenship and Residency

- Complete the fields by selecting the correct information from the dropdown menu
- Click "**Save**"

Education

- Using the dropdown menus, complete the sections that apply
- Add Canadian high school education (Note: some information has already been added based on the information you provided when you created your account)
- Select your city, then use the **find school** button to add your school
- **All applicants:** enter the date you began high school
- Click "**I am currently attending this school/Institution**" *"Hill Park Adult Con Ed"*
- Your O.E.N., student number and name (as it appears on your school record) must be accurate
- Request your transcript. (If you're a current Ontario high school student, most high schools will upload your grades electronically.) **There is a transcript fee**!
- Click "**Save**"

Financial Support

- A sponsor agency is one that will be paying all or part of your educational or living expenses while you attend college; if applicable, select the agency from the drop down menu
- If you are not sponsored, select "**No Sponsorship**"
- If you are applying for financial assistance (e.g. OSAP, Bursary, Scholarship) you are not considered sponsored and should select "**No Sponsorship**" from the dropdown menu
- Click "**Save**"

Experience – Job Experience and Other Activities

- If you have employment or volunteer experience that relates to your chosen area of study, enter this info here
- If you do not have any experience to add, click "**No Experience to Add**" checkbox and click "**Done**"
- If you do have experience, complete the required fields

My Applications

- Select the dates you wish to attend college between **August 2024 and July 2025**:
    - Your choices are: Sept 2024 / Jan 2025 / May 2025
- Record your account number in a safe place
- The received date will be filled in once your application fee payment has been received and processed
- Your application fee allows you to apply to a maximum of five programs with no more than 3 at any one college
- List your programs in order of preference
- Click "**Add a Program**" to select and add a college and program to your application
- Click "**Add**" to add the program to your application
- ➡ **Make sure you select the correct start date** (Sept 2024/ Jan 2025/ May 2025)
- Review the details to ensure you have selected the correct program(s)
- To add additional program choices click on "**Add a Program**"
- Entry Level 1 means the first semester of the first year of the program; Note: programs with January start dates are still Entry Level 1
- Record your application number in a safe place
- Click "**Save and Continue**" when you are finished program selection

Basis of Admission

- Click on "**yes**" for "are you or will you be a high school graduate by the first day of college?"
- *"Are you currently enrolled in a high school course?"* – click **YES**
- Click "**Save and continue to next step**" when done

Payment Summary – Visa, MasterCard, American Express, Visa Debit and Interac online are accepted methods of payment

- Once program choices are added, the application status will be "Unpaid"
- After the fee is received the status is updated to "Paid" and the application information is forwarded to your college choices; Click "**Payment Summary**" in left column menu
- Click "**Process Payment**" to pay your application processing fee online
- Enter payment method: credit card, including Visa or debit, or Interac online
- Enter payment details: click "**Process Transaction**" to complete your payment or proceed to online banking
- The following screen verifies successful payment
- An email will also be sent verifying successful payment
- Print summary: click to print a copy of your payment for your records
- Return to applicant dashboard (Go home)
- After February 1st, college offers of admission can be viewed by clicking the "**View Offers**" tab. Please note that you will not receive an offer via email. You will receive welcome emails from colleges, however you will receive offers via ontariocolleges.ca website.
- You may only accept one offer of admission at a time
- If you change your mind and decide to accept a new or different offer you may as long as it is still active, the new acceptance will cancel the previous acceptance
- **You may only accept one offer in a 24-hour period**
- Activity history is a day-to-day summary of your application activities
- Don't forget to logout when you finish each session

Returning to / Making Changes to Your Application

- At any time, you may resume your application where you left off or return to it to make changes
- Once all sections are completed (indicated by the green checkmark) you may return to any section to view or make updates
- You can make changes to all information except your name, date of birth and academic data
- Call the Customer Contact Centre if you need to make changes to this information
- Chat in real time by clicking the **Live Chat** button on the ontariocolleges.ca website

Need more help? Find Emina Kovacevic (main office) or Jim Mackrory (main office), or book an appointment (main office) with a college representative at Hill Park Learning Centre or City Learning Centre.

OCAS Customer Contact Centre

Phone Toll Free in Canada: 1-888-892-2228

Phone: 1-519-763-4725
email: Ask-Us@ontariocolleges.ca