

ONTARIO COLLEGE APPLICATION SERVICE (OCAS)

Before starting: Ensure you have your **OEN (Ontario Education Number)** and your **BOSS student number**. Both can be found on your **timetable or Credit Summary sheet**.

Go to: www.ontariocolleges.ca

Step 1: Create Your Account:

- o Click: **“APPLY NOW”**.....then click **“Create an Account”**
- o Complete the **‘Sign Up’** page to set up your online account.
- o **Use your LEGAL name not preferred name.**
- o Click **“I Agree to the Terms and Conditions”** to create your account

My User Name: (by default it's your email address):	My Password:

Step 2: Activate Your Account (choose ONE method from below):

- o On **‘Account Creation Completed’** page click **“Click here to activate your account”**
OR
- o Retrieve the account activation email from the email address you provided and click on the link within the email to activate your account.

My Account Number:	My Application Number:
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Step 3: Log On and Complete “My Profile”:

- o Enter your username and password to enter your account.
- o Click **“Get started with your College Application”** – all sections of “My Profile” must be completed in order the first time.
- o Click **“Save”** to continue to the next step.
- o On the **‘High School Education’** page, use the **“Find School”** dropdown to add Bur Oak S.S. (do not type it in manually). **To find your high school name, enter ‘your area ie: Markham’ into the ‘City’ field**
- o After choosing your school via the radio button, on the same **‘High School Education’** page, current high school students must click **“I am currently attending this school/institution”**

Step 4: Apply to Programs

- o On the ‘**When would like to start college?**’ page,

Click “**I would like to start between August 2019 – July 2020**”;

Only pick the 2018 – 2019 cycle if you are applying for May 2019 (extra cost of \$95.00 since this is another cycle)
- o Click on “**Search for a Program**” to select and add a program to your application
- o Click “**Select**” to add the program to your application – make sure to choose the correct start date
- o You may choose **FIVE** programs (no more than 3 at any one college)
- o On the ‘**Basis of Admission**’ page, since you are a current BOSS student, make sure to answer ‘**YES**’ to the question “Are you currently enrolled in a high school course?”
- o **We have already submitted a transcript for you electronically.** If it is not there, let us know.

Step 5: Payment

- o You will need to arrange to pay the **\$95 fee** online with a credit card (regular or Visa Debit) or Interac Online
- o PRINT the **Payment Summary** for your records

This tutorial for online application can be found on www.ontariocolleges.ca

Think about starting your OSAP application now:

<https://www.ontario.ca/page/osap-ontario-student-assistance-program>

