

ABOUT APPLYING TO AN ONTARIO COLLEGE

- Know your **OEN Number, Student Number (found on your timetable)**, and home mailing address (including postal code).

- Go to: www.ontariocolleges.ca

- **Step 1: Create Your Account:**

- Click: “**APPLY**” (top right corner)
- Complete the ‘**New User**’ Page to set up your online account. **Use your LEGAL name.**

My User Name (by default it's your email address):	My Password:
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- **Step 2: Activate Your Account:**

- On ‘**Account Created**’ page, you will be asked to retrieve the account activation email from the email address you provided. Click on the link within the email to activate your account.

My Account Number: 2100...	My Application Number: 21 -
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You may link your OSAP and OCAS accounts any time during or after you have submitted your OCAS application. You do so by clicking any of the OSAP banners within the OCAS application. Linking to OSAP is an **optional** step meant to save you time. **You will need your account number (i.e. 2100xxxx) not application number (i.e. 21-xxx).** See back of page for more information on linking your OSAP and OCAS accounts.

- **Step 3: Log On and Complete “My Profile”:**

- Enter your username (your email address) and password to enter your account.
- Click “**Start your College Application**” – all sections of “My Profile” must be completed in order the first time.
- Click “**Save and Continue to Next Step**” to continue to the next step.
- On the ‘**High School Education**’ page, when you type in your school name under ‘**Institution Name**’, **make sure to select Maple High School** from the list that populates (not another school with the word ‘Maple’ in it)
- After choosing Maple High School, on the same ‘**High School Education**’ page, current Maple HS students must click “**I am currently attending this school/institution**”
- Under **Financial Support**, if you are simply intending to apply for financial aid (i.e. OSAP, bursary, scholarship) you are **NOT** considered ‘sponsored’ and should select ‘**No Sponsorship**’
- Under **Experience** page, click the box ‘**No Experience to Add**’

- **Step 4: Apply to Programs**

- On the ‘**When would like to start college?**’ page, click “**I would like to start between August 2021 – July 2022**”
- Click on “**Add a Program**” to select and add a program to your application
- Click “**Add**” to add the program to your application – make sure to choose the **correct delivery, start date and campus (i.e. Sep 2021)**
- You may choose **FIVE** programs (**no more than THREE at any one college**)
- On the **Program Choices** page, rank your program choices by using the “Move Up” and “Move Down” arrows
- On the ‘**Basis of Admission**’ page, if you are a current Maple HS student, make sure to answer ‘**YES**’ to the question “Are you currently enrolled in a high school course?”
- **We have already submitted a transcript for you electronically.**

- **Step 5: Payment** - you will need to arrange to pay the **\$95 fee** online with a credit card (regular or Visa Debit) or Interac Online – print the **Payment Summary** for your records. ALL PAYMENTS ARE NON-REFUNDABLE

If you have not been at Maple High School since Grade 9, or have not been at a school where English was the main language of instruction, you may need to demonstrate a language proficiency requirement (i.e. IELTS, TOEFL) for some programs. See Guidance for more information.

Visa Students and Refugee Claimants are considered “International Students.” International students are encouraged to apply early as some programs at certain schools have a very limited number of seats for these particular students. Some schools (not all) use a “first come, first serve” system for International Students. Some programs (mostly oversubscribed programs) are closed to International Students.

Tutorial of online application can be found on www.ontariocolleges.ca by clicking “Applying” and then “How to Apply”

Mid October	<ul style="list-style-type: none"> • Use the “Colleges” and “Programs” sections of www.ontariocolleges.ca (top of homepage) to research
Mid October	<ul style="list-style-type: none"> • Grade 9, 10, 11 marks and grade 12 courses are electronically forwarded to OCAS
Beginning in November	<ul style="list-style-type: none"> • Apply to college in the “APPLY” section of the www.ontariocolleges.ca website • Semester 1 midterm grade 12 marks are electronically forwarded to OCAS for college applicants
February 1, 2021	<ul style="list-style-type: none"> • Equal Consideration Date – application must be received (including full payment) by OCAS to be given equal consideration • Earliest date for the first release of admission decisions by the colleges. Colleges continue to offer admissions until programs are filled
After February 1 st	<ul style="list-style-type: none"> • Students may still apply to college and make changes to their program choices online, BUT these are considered on a first come, first serve basis – except oversubscribed (will be full)
February	<ul style="list-style-type: none"> • Semester 1 final marks forwarded electronically to OCAS
Late February	<ul style="list-style-type: none"> • Review your grades and account at www.ontariocolleges.ca
April	<ul style="list-style-type: none"> • Semester 2 midterm marks forwarded electronically to OCAS
May 1, 2021	<ul style="list-style-type: none"> • Applicants must confirm their acceptance to an offer of admission on www.ontariocolleges.ca.
Mid-June 2021	<ul style="list-style-type: none"> • Earliest date that colleges require payment of tuition fees.
July	<ul style="list-style-type: none"> • Semester 2 final marks forwarded electronically to OCAS

*****If you CHANGE HIGH SCHOOLS MID WAY THROUGH THE YEAR:**

You must arrange for your new school to inform OCAS about the change of high school. This will ensure that your academic data is sent to OCAS.

OSAP QUESTIONS

Do I require the OSAP link to complete my application?

No, linking to OSAP is an optional step meant to save you time in your OSAP application. You may link your OSAP and OCAS accounts any time after you have submitted your OCAS application.

What is OCAS-OSAP linking? What does it mean to link my OCAS and OSAP accounts?

Linking allows you to save time in your application process by sharing the information you have input in your OCAS application with your OSAP application. When you provide your authorization and consent specifically for this purpose, OSAP will use information you gave the OCAS, such as your name, date of birth and address information, to prefill parts of your OSAP account registration and university program application(s).

How do I link my OCAS application to my OSAP application?

Go directly to ontario.ca/osap or any of the OSAP banners/links within your OCAS application:

Linking from the OSAP Website

- If you are new to OSAP, choose “Register”.
 - Review the OSAP terms and conditions.
 - Select “Yes” and then choose “Ontario College Application Service”.
 - Click “Setup link to OCAS”.
 - Read the consent form and select “Allow” to link your OCAS and OSAP accounts.
 - Back on the OSAP site, click “Next” to proceed with your OSAP application.

Linking from the OCAS Website

Click on any of the OSAP banners/links within your OCAS application and follow the same steps as above.

I changed my name in my OSAP application. Why did it not change my name in my OCAS application?

The OSAP and OCAS applications do not share personal and address (bio/demo) information on a continual basis. When you link, you allow the OCAS to share your bio/demo information with OSAP once. If you change your bio/demo information after linking, you will need to update both your OCAS and your OSAP accounts. To save time, we recommend ensuring all information is accurate before you link.

I dropped a college choice on my OCAS application but it still shows on my OSAP application. Why?

OSAP displays all of your OCAS program choices, regardless of their status on your OCAS application. In the event that you change your mind, you will already have an estimate.

Is everyone eligible to have their OCAS and OSAP accounts linked?

This service is available for all 2021 college applicants.

Why do I only see my OCAS personal and address information but not my program selections?

Your program choices will not appear in your OSAP application until April. Log back in to your OSAP application at that time.