How to Apply to Ontario Colleges

October 11, 2023

Welcome to our workshop!

- This presentation will be up on the Class of 2024 Google Classroom and the Guidance Website for your review.

- Specific questions? Please an appointment with your counsellor through Teach Assist.

Important Dates to Keep in Mind

Early October 2023: Online Application Opens
Application opens at ontariocolleges.ca for programs beginning in fall 2024

November 1, 2023: Earliest Offer Date
This is the earliest date that colleges may begin to send offers of admission to programs for the upcoming academic year. Offers will continue to be issued until programs are filled or wait-lists are established.

February 1, 2024: Equal Consideration Date
Apply on or before this date in order to receive equal consideration for admission to programs starting the following fall. After this date, colleges consider applicants on a first-come, first-served basis until programs are full.

Note that applications to Highly Competitive Programs must be received by this date in order to be considered.

Many programs continue to accept applicants after February 1. Use the Find a Program tool at any time to find programs that are still open.

Important Dates to Keep in Mind

May 1, 2024: Deadline to Confirm Offers of Admission

Applicants must confirm their acceptance of an offer of admission by this date. Log in to your ontariocolleges.ca account to confirm your offer.

Colleges may extend offers of admission after this date. Each college will set the deadline to confirm offers made after May 1, and this deadline will be communicated to you with your offer.

June 2024: Tuition Deposit Due at the Colleges

The colleges require payment of a tuition deposit in 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.

Important Information about the Application

- The application processing fee is **$125** (non-refundable). There may be additional fees to order transcripts.

- OCAS allows you to apply 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.

- You cannot change your first name, last name, date of birth, OEN number or academic data. If there are problems with your grades, please connect with your Guidance Counsellor immediately.

To Complete Your Application

To complete your application, you'll need:

- Your complete home mailing address, including your postal code.

- Your Ontario Education Number (OEN) and Student Number. This will be emailed to you from the YRDSB this week. It can also be found on the OSS you received during our Grade 12 visits, your high school report card or transcript.

- A valid email address (do NOT use your GAPPS email). The colleges use email to communicate with you about your application and offers of admission. *Check your email regularly!*

- Payment ready (e.g. credit card)

Application Process at a Glance

1. Research programs and colleges.

2. Create an account.

3. Complete the application.

4. Pay the required application fees.

6. Gather and submit other supporting documents, if required.

7. Monitor your application for status updates and offers.

Research Programs
And Schools

1. Do Your Research

You might already know what you want to apply for. If not, you can use the resources on the website:

• Browse or search for college programs.

• Use the College Map to find a campus near you.

• Check out the college websites for more details about their programs and admission requirements.

• Visit College Reps at SDSS

• Attend a YRDSB Post-Secondary Fair

• Attend the Ontario Colleges Fair October 18/19 at the Enercare Centre

• Attend a college recruitment event to meet college representatives

Search for a Specific Program

1. Go to **ontariocolleges.ca**.

2. In the banner, select **Programs**.
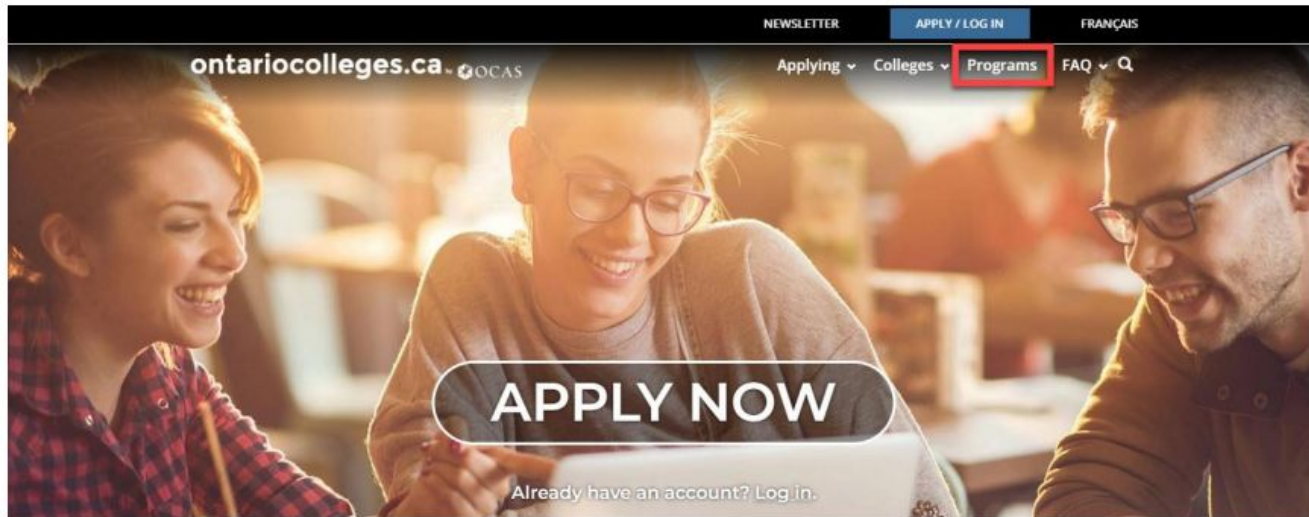
Search for a Specific Program

To search for a specific program, enter a name or topic in the Program Search field; for example, "paramedic."

Search for a Specific Program

Select **Program Search**. A list of programs is displayed.

Use the filters to refine the search results. For example, you might want to see only those Paramedic programs that take less than one year to complete.

Explore Programs by Category

You might not know exactly what programs you want to apply for, but you have ideas about the types of things that you're interested in. On the **Find a Program** page, you can browse the different categories of programs.

For example, if you're interested in Engineering, you can explore the associated programs.

1. In the **Explore by category** section, select a category. For example: **Engineering & Technology.**

Explore Programs by Category

You can see the related program, organized by subcategories.

Select a subcategory; for example, Bioinformatics. A page opens with information about the field of study that you selected and a list of all the related programs.

Explore Programs by Category

NEWSLETTER   APPLY / LOG IN   FRANÇAIS

ontariocolleges.ca OCAS   Applying ▾   Colleges ▾   Programs   FAQ ▾   Q

Bioinformatics

Home | Programs | Engineering & Technology | Bioinformatics

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What to Expect ▸   More Information ▸

Programs ▸

What to expect from a Bioinformatics career

Bioinformatics is a growing field. As we continue to use technology in science, we make advancements and discoveries, and improve scientific processes. Bioinformatics combines computers and biology to manage biological information through computer tools and systems for the purpose of extracting data. Ontario college bioinformatics programs use leading-edge technology to prepare students for a career in this in-demand field.

If you're interested in applying your current degree or diploma to a biotechnology- or computer-related field, and want to specialize in biological information management, here's what you need to know.

Bioinformatics Courses

Bioinformatics programs at Ontario colleges are offered as one-year graduate certificates. Program topics encompass biological science, computer science and statistics to prepare students for this multidisciplinary field. Students will not only learn to create systems that store information, but will also learn how to analyze the stored data. Bioinformatics program courses could include (but aren't limited to):
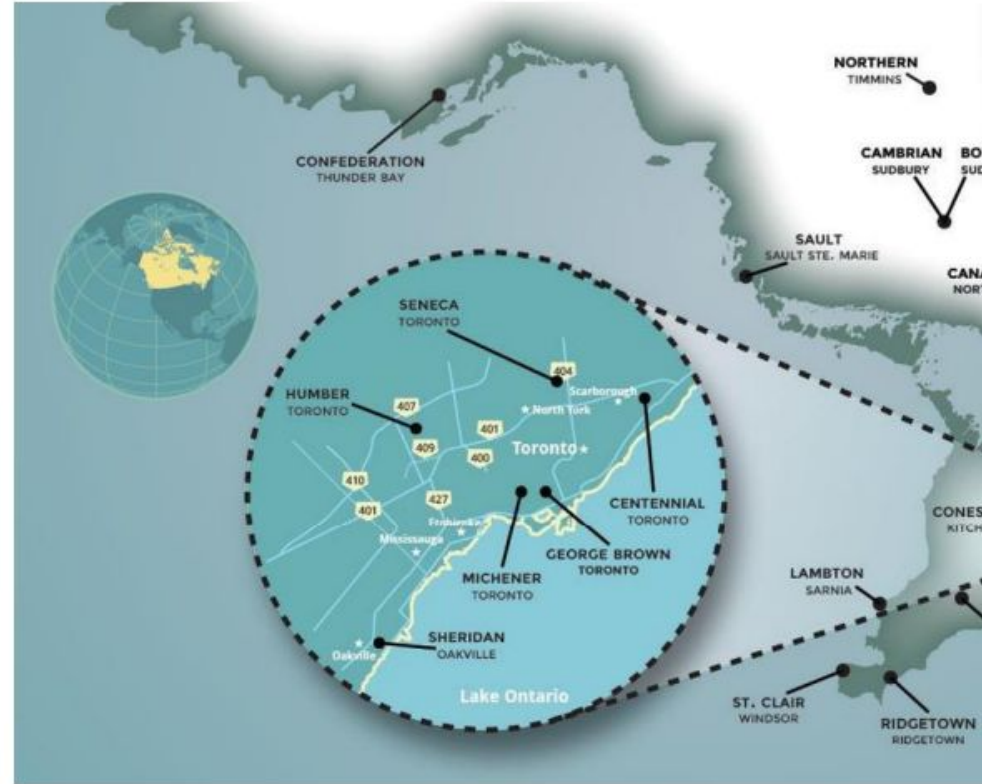
- Biological data management

Explore Programs by College

Perhaps you'd like to attend a college that is in a particular area of Ontario, or one that is close to your home.

Use the [map on the website](#) to see which colleges are in the area. Once you've identified a college, you can browse the list of programs that are offered.

Explore Programs by College

For example, let's say you've decided that you want to stay close-to-home and attend Humber.

Explore Programs by College

A page opens with information about the college, a map of its location, and a list of all the available programs.

What are Highly Competitive Programs?

Many of the programs that start in the fall have more qualified applicants than there are seats – these are the highly competitive programs.

For more information, go to the Highly Competitive Programs page on the Ontario Colleges website.

Curious about which programs are highly competitive? You can see a list on the Find a Program page on the website.

Create an Account

2. Create an Account

So, you've done some research and are ready to start your application. The next step is to create an account with ontariocolleges.ca.

Go to ontariocolleges.ca and select **Apply Now**
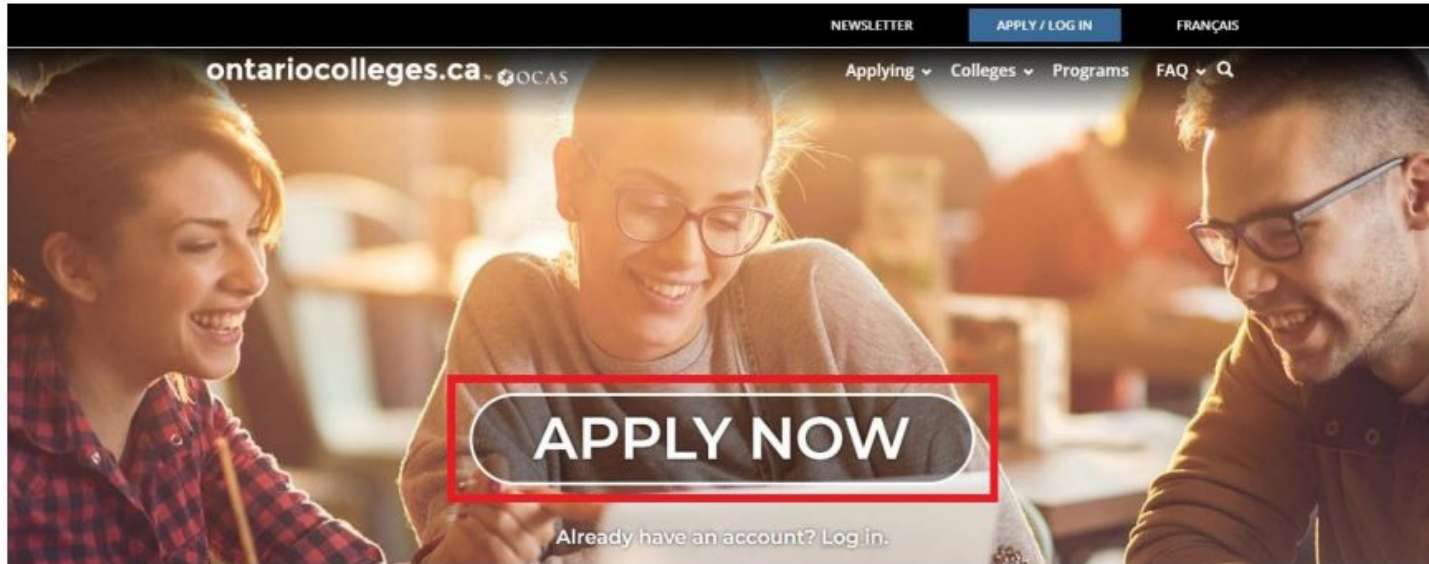
2. Create an Account

On the Canadian Applicants card, select **Apply Now**

2. Create an Account

Select **Sign up with email**

2. Create an Account

On the **New User** page, in the **Account Details** section, enter your Legal name and a valid email address.

IMPORTANT: Make sure you complete this information carefully. You cannot change your first name or last name once the account is created.

You will be able to add your middle name and preferred names later in the application process.

2. Create an Account

Create a password for the account that satisfies the following criteria:

• Between 8 and 16 characters in total • At least three of the following:

- a lowercase letter (a-z)
- an uppercase letter (A-Z)
- a number (0-9)
- at least one of these special characters:
  @   # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .
- the password must be strong

Complete the remaining steps in the account creation process.

2. Create an Account

Complete the remaining steps in the account creation process.

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

OCAS uses this information to verify your identity if you contact them for help.

Click the OCAS Privacy Policy link to read the privacy statement and then select the Personal Information Privacy statement check box.

Select Submit

Security Questions

Please select 3 unique security questions and provide an answer to each. In the event that you need to call our support staff, these questions and answers will be used to verify your identity.

1st Security Question and Answer

Question

Select a security question

Answer

2nd Security Question and Answer

Question

Select a security question

Answer

3rd Security Question and Answer

Question

Select a security 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

2. Create an Account

You will receive an account activation email message; it will be sent to the address that you used when you created the account.

Follow the instructions in the activation email message to activate your new ontariocolleges.ca account.

OCAS — Français

Confirm Registration

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 ( ).

Complete the Application

3. Complete the Application

Go to ontariocolleges.ca and select **Log in**.

On the Log In page, on the **Canadian Applicants card**, select **Log In**.
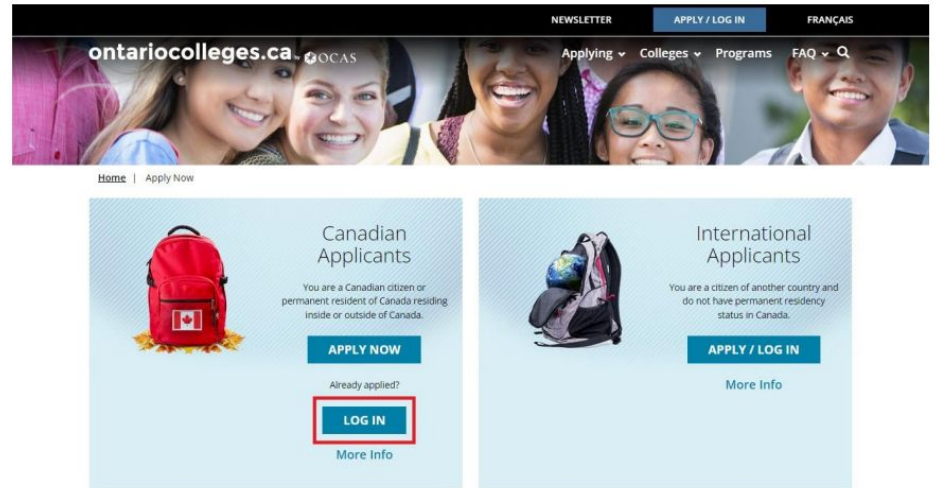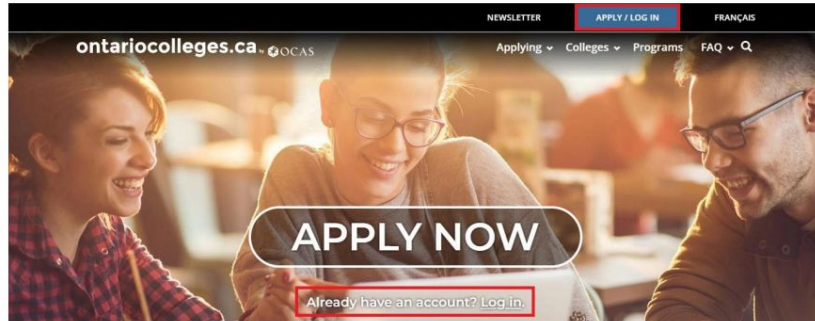
3. Complete the Application

In the Sign in dialog box, enter the email address you used to create your ontariocolleges.ca account and select **Next**

Enter your password and select **Next**.

3. Complete the Application

On the **New Applicant** page, enter your **Date of Birth.**

IMPORTANT: Be sure to enter your date of birth correctly; once it's saved, you cannot change it.

To get it corrected, you must contact our Customer Contact Centre by phone or live chat.

If you like, you can also add **Middle Names**.

Select **Continue**.

3. Complete the Application

The **Privacy Consent** page opens where you are asked to review and accept the Privacy Policy.

IMPORTANT: Be sure to review the complete Privacy Policy. It explains how we use the information that you provided as part of your college application.

When you've finished reading the statement, select the check box. If you do not accept the OCAS Privacy Policy, you will not be able to complete your college application.

Select **Submit**.

3. Complete the Application

On the **Communications Preferences** page, review the information about email communication. If you would like to receive email from ontariocolleges.ca, select the **I agree** check box.

Select **Submit**.

Your new account profile opens where you can begin adding personal information and details about your education.

3. Complete the Application - Personal Info

On the **Personal Information** card, select **Get Started.**

Follow the prompts and Enter your:

- Basic Information
- Gender Identity
- First Language
- Address & Contact
- Citizenship & Residency

If you choose, you can complete the Applicant Diversity Census and Military Connected Learners sections.
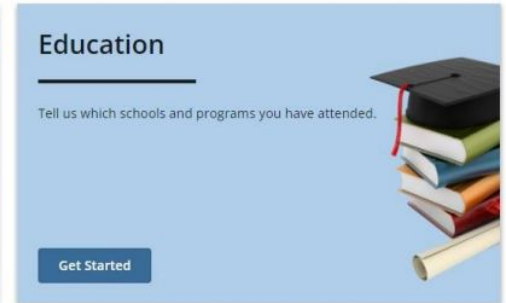
3. Complete the Application

Your contact details are displayed in the **Your Profile** page, on the **Personal Information** card.

Next add your **Education**

3. Complete the Application - Education

The **Education** page opens.

Under **Education Status**, select **Yes**

To add your education, select **Start Declaring Education.**

3. Complete the Application - Education

On the **New Education** page, in the **Type of Education**, list, select **Canadian High School Education.**

3. Complete the Application - Education

In the **Province** list, select **Ontario**. Select **Find an Ontario High School**

Find **Stouffville District Secondary School**

Find an Ontario High School

Search by School Name or City

M M Robinson

Name	Type	Status	Street Address	City	
M M Robinson High School	Day	Open	2425 Upper Middle Rd	Burlington	Select

IMPORTANT: Make sure that you select the correct school. If you choose the wrong school, any transcript requests you make later in the application process might fail.

3. Complete the Application - Education

Enter the remaining details.

Your **Ontario Education Number (OEN**) and **Student Number.** This will be emailed to you from the YRDSB this week. It can also be found on the OSS you received during our Grade 12 visits, your high school report card or transcript.

Select **Save & Continue** or **Save & Add Another** (if you addended more than one high school)

Canadian High School Education

Please provide as much detail as possible for this education record.

Province:

Ontario

School Name:

🔍 Find an Ontario High School

Are you currently attending this institution?

Yes   No

Attended From Date:

Month   Year

The date you started attending this institution.

Ontario Education Number (OEN):

OEN

If you do not know your OEN, please contact your high school counsellor; otherwise you can enter 0 to continue.

Student Number:

Student Number

If you do not know your Student Number please enter 0.

First Name on School Record:

Lynn

Last Name on School Record:

Test

3. Complete the Application - Education

If you are an International student, on the **New Education** page, in the **Type of Education** list, select **International Education** and enter your details.

Select the **Institution Type** and the **Country**.

Enter the **name of the institution**.

Enter the remaining details about the program and when you attended

Select **Save & Continue** or **Save & Add Another**.

After you save the new International Education, you will receive a message about International Credit Assessments. A notification about the message is displayed on your Dashboard.

International Education

Please provide as much detail as possible for this education record.

Institution Type:

Select a type...

Country:

Select a country...

Institution Name:

Institution Name

Are you currently attending this institution?

Yes   No

Attended From Date:

Month   Year

The date you started attending this institution.

Year / Level Achieved:

Select a level...

3. Complete the Application

The message looks something like this:

3. Complete the Application - Program Choices

On **Your Dashboard**, on the 2024 – 2025 Application card, select **Apply Now**

3. Complete the Application - Program Choices

The application page opens. You can see that you are on the first of four steps in the process.

In the **Search Program** field, enter the program name (or a part of the name.)

For example: architectural technology.

A list of all the available programs is displayed under **Program Search Results**.

Aug 2024 - Jul 2025 Application

1	2	3	4
Choose Programs	Order Transcripts	Review	Payment

Application Number: 240002255

Program Search

You can select a maximum of 5 program choices. however **only 3** program choices can be from any single college.

Search Program:

Search by Code or Title

All Colleges

Program Choices at a Glance

Program Name
Code
College | Campus | Start Date

Home
Profile
Apply
Docs

3. Complete the Application - Program Choices

To refine the list, select a college

3. Complete the Application - Program Choices

To add a program to your application, find the program in the list and select **Add**.

Repeat the steps to find and add other programs.

3. Complete the Application - Transcripts

If you are currently in high school, you do **not** need to request your transcript. The school will send OCAS your grades. If you do not see your grades in the **Docs** section of **Your Dashboard**, contact your guidance counsellor.

Application Number: 240002255

Your Transcripts

Your transcripts are a record of your grades and help the colleges determine your eligibility for admission to college. If you have attended a secondary or postsecondary institution, you are required to provide this information in your application. If you don't see the institution you wish to request your transcript from here, please return to My Profile and make sure that institution is listed under Declared Education.

If your high school transcript is already posted in the Supporting Documents (Docs) section of your account and no updates are required, you do not need to create a new transcript request. The transcript on file will be sent to the college(s) when your application is submitted. If you applied in the past and requested post-secondary transcript(s), you will still need to create new transcript requests for the institutions you've attended as post-secondary transcripts aren't kept on file and need to be requested each time you apply.

When requesting postsecondary transcripts, you will have the option of sending the transcripts now or at the end of the term. If you are currently attending an Ontario public college or university, please check if the college(s) you are applying to require you to send your transcript now, at end of term*, or both. If you have recently graduated from an Ontario public college or university, please wait until your final marks and credential information have been posted before ordering your transcript. More information on transcript requests can be found on the Transcripts page of our website.

3. Complete the Application - Review

At this point, you've added your personal and education information, chosen a least one college program, and requested transcripts.

On the **Review** page, you can see all the information in a single view. Take time to really review the information and make sure that it is complete.

- Did you forget some education that you want to include?

- Do you want to add another program choice?

- Do you need to request another transcript?

1. Review the information in each section. If you need to make changes, select **Edit**. The corresponding page opens where you can make the required updates.

2. Once the information is accurate and complete, select the **I confirm** check box.

3. Select **Continue to Payment.**

Payment

3. Complete the Application - Payment

Before OCAS can begin to process your application, you must pay the Application Fee and any transcript related fees.

The **Payment** page, the final step in creating an application, shows you a list of the programs you chose, the transcripts that you requested, and the associated fees.

Here is an example of the **Payment** page

3. Complete the Application - Payment

In your application, verify that the list of programs is correct.

Verify that the list of transcripts you requested is correct. If you want to delete a transcript request, simply select Remove.

If you have a prepaid voucher, enter the code, and select Redeem. If there are remaining fees, continue to next step, otherwise, submit your application.

On the Pay by Credit Card page, if you have a credit card or a debit card that can be used like a credit card, enter the required details.

Confirm that you've entered everything correctly and select Process Payment.

A payment verification message is displayed, and you will receive a confirmation email message. If you get a message on the screen that your payment was declined, check that you entered the details correctly. If you did, and the payment still gets declined, call the bank or financial institution

Application Vouchers are available through your guidance counsellor.

Applicat

Pay by Credit Card

Transaction Amount: $184.65 (CAD)

Order ID: ORD-357798-K0H3B7

Please enter the following details exactly as they appear on your credit card.
Do not put spaces or hyphens in the card number.

Cardholder Name

[Full Name]

Card Number

[   ]

VISA MasterCard AMERICAN EXPRESS VISA DEBIT

Expiry Date

[Month ▼] [Year ▼]

Card Security Code ⃝?

[   ]

Press 'Process Payment' to charge your card. Only press the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the button will not stop the transaction from being processed and may result in a double charge.

[Process Payment] [Cancel Transaction]

Refer to ontariocolleges.ca for additional payment methods if you are unable to complete the payment process above.

*Note: If you do not have a credit card, check your debit card. If it has a credit card logo you can use your debit card like a credit card!

Monitor Your Application

What next? Monitor your Application

It is important to periodically log in and see if there are any updates to your application; particularly if you are waiting for an offer of admission.

When you log in, **Your Dashboard** opens and you can see any new messages, documents, or offers.

As you can see in the example applicant's dashboard, there are four new messages.

How do I Know if my Application was Sent?

At some point, you might wonder if your application and personal information was sent to colleges. You can quickly find out by looking at the activity history.

On **Your Dashboard**, select **College Sync.**

The **Activity History** page opens where you can see the colleges that you applied to.

In the following example, each card indicates that the information was Sent.

To see the details for a specific college transmission, select the corresponding V**iew Details.**

To return to the main **Activity History** page, select **Back**.

Accepting an Offer

To accept an offer of admission to college:

1. Log in to your ontariocolleges.ca account.

2. On **Your Dashboard**, in the navigation panel, select **Offers**.

As you can see in the following example, the number of offers is displayed in the banner, and the offers are listed in the Available Offers section of the page.

Note that each offer has an **Expires** date. Some offers will continue to be Available after the expiry date and other offers will become Unavailable as soon as the offer expires.

Decide which offer of admission you want to accept, then select **Accept**. Select **Yes**, accept this offer.

Accepting an Offer - What if I Change my Mind?

If you applied to more than one program, you might receive more than one offer of admission.

You can accept only one offer at a time. However, if you change your mind or receive another offer that you prefer, you can change your acceptance - as long as the offer has not expired.

When you change your acceptance, the previous acceptance is automatically declined.

If you want to confirm an offer that has already expired, it might still be available. If so, you can confirm it. If the offer is not available, you can contact the college to let them know that you want to confirm the offer and to ask them if they can extend it.

Note: You can only confirm an offer once per day. If you have already confirmed an offer and change your mind later that day, you must wait until the next business day to confirm the new offer.

Declining an Offer

If you are accepting an offer of admission, there is no need to decline any other offers.

However, if you decide not to attend a college program that you have applied for, you can decline all offers.

1. Log in to your ontariocolleges.ca account.

2. On Your Dashboard, in the navigation pane, select Offers.

3. At the bottom of the page, select Decline All Active Offers.

IMPORTANT: This will also decline any offer that you have already accepted.

Need Help?

BOOK A GUIDANCE
APPOINTMENT
THROUGH
TEACHASSIST