Ontario College Application User Guide
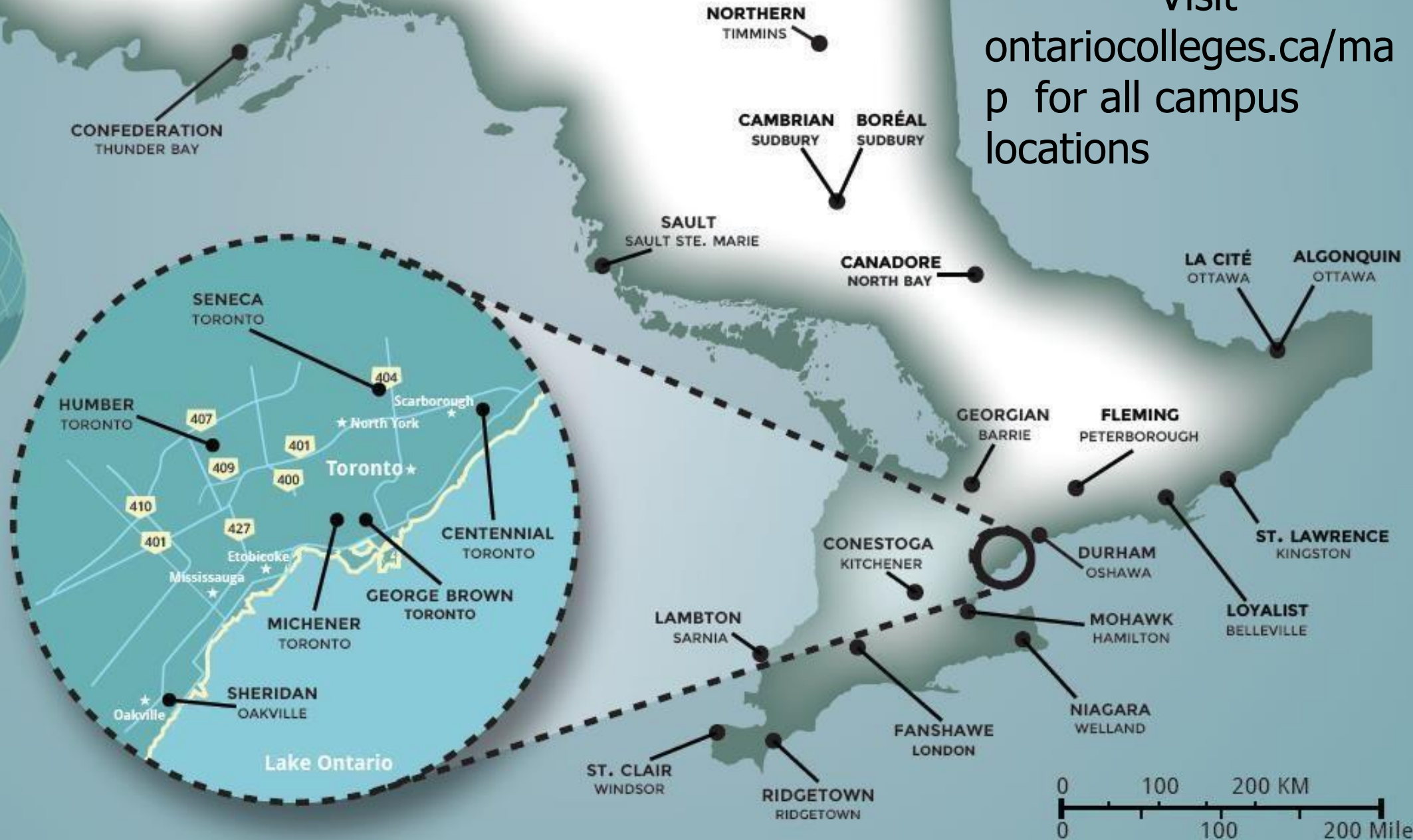
2023 / 2024

ontariocolleges.ca

*for entry into 2024-2025

Research Colleges and Programs

Visit ontariocolleges.ca/map for all campus locations

Explore Colleges

Go to ontariocolleges.ca/colleges

Click any college name to start exploring.

Explore Colleges

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

Explore Colleges

Programs

Searchable list of all programs offered by the college.

Search for Programs

Go to ontariocolleges.ca/find

Search for Programs

Go to ontariocolleges.ca/find

Search by college

Search for Programs

Refine **Your Search**

Refine your search results by College, Campus, Program Category, Start Date, Credential, Highly Competitive and more.

Attend College Events

Ontario College Fair (OCF)

The Ontario College Fair is an in-person event that brings together all Ontario Colleges in one location. You can meet

with college representatives to gather information about programs, campuses, and admission requirements. You can

even learn how to apply to college from the event.

The Ontario College Fair is a great place to start exploring all that college has to offer.

The Ontario College Fair will happen on **October 18-19 this Fall**. For more info, visit
https://ontariocollegefair.ca/

College Open Houses

The colleges host Open House events every fall and spring. To find out when they're happening, check out
https://www.ontariocolleges.ca/en/colleges/college-recruitment

Upcoming Events:

○ **October 18, 2023** from 5 p.m. to 9 p.m. and **October 19, 2023** from 9 a.m. to 2 p.m. – *Ontario Colleges Fair* - Enercare Centre

○**November 15 and 16, 2023** - Level Up Apprenticeship Fair, International Centre (Mississauga, ON)

○**November 18, 2023** from 12:00-5:00 p.m. – *Student Life Expo* - Metro Toronto Convention Centre

*other YRDSB events can be found **here***

Prepare To Apply

You will need:
- OEN
- Student #
- Legal Name (as it appears on your report card)
- complete mailing address

NOTE: These instructions are for domestic applications (Canadian Citizens and Permanent residents). If you are an International Student or Convention Refugee, you will need to apply to each school separately. We have posted instructions to the 5 GTA schools on our http://www.yrdsb.ca/schools/thornlea.ss/guidance/Pages/default.aspx to help you. Click on the '**Postsecondary Education**' tab, then the '**College**' tab. If you have questions, please book at a guidance appointment on the **bit.ly/ThornleaGuidance**

Important Dates

Late September-Early October 2023: Online Application Opens

- 2023 / 2024 application opens at ontariocolleges.ca.

November 1, 2023: Earliest Offer Date for <u>non-competitive programs</u>

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

February 1, 2024: 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, 2024: Earliest Offer Date for <u>competitive programs</u>

- February 1st is also the first day that colleges **may** begin sending offers of admission. Colleges continue to offer admissions until programs are filled.

May 1, 2024: 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 2024: 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.

Important Info About the Application

- The application processing fee is **$125** (non-refundable).

- There may be additional fees

- 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.

- The ontariocolleges.ca mobile app works best on Android and iOS smartphones.

Important Info About the Application

Email Address

Provide a valid email address

- ontariocolleges.ca uses email to communicate important information about your application, account activation,
and username / password recovery.
- The colleges use email to communicate with you about your application and offers of admission.
- Update your email address in the Contact Information section of the online application if it changes.

Check your email regularly

- Check your junk / spam folder.
- Add **noreply@ontariocolleges.ca** to your safe senders list.

Privacy Statement

Review our complete Privacy Statement

- It explains how we use the information provided as part of your college application.
- A link to the Privacy Statement is located in the footer of the ontariocolleges.ca website and within the online application.

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.

- Request Ontario high school transcripts (from participating schools).

   Note: Grades for most current high school students are sent automatically by your high school.

- Request Ontario college / university transcripts.

- 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 high school report card or transcript

Create an Account

Go to the **ontariocolleges.ca** website

ontariocolleges.ca

APPLY   LOG IN   FRANÇAIS

Applying ⌄   Colleges ⌄   Programs ⌄   FAQ ⌄   🔍

New Users
If you've never applied through ontariocolleges.ca before, click **APPLY**.

Returning Users
If you have an existing account, click **LOG IN**.

APPLY NOW

Already have an account? Log in.

Apply

Create an Account

ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

New User

Account Details

Legal First / Given Name

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

Legal Last / Family Name

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

Email Address

This will be your email to sign in to your account.

Password

Use 8 or more characters with a mix of letters and numbers.

Confirm Password
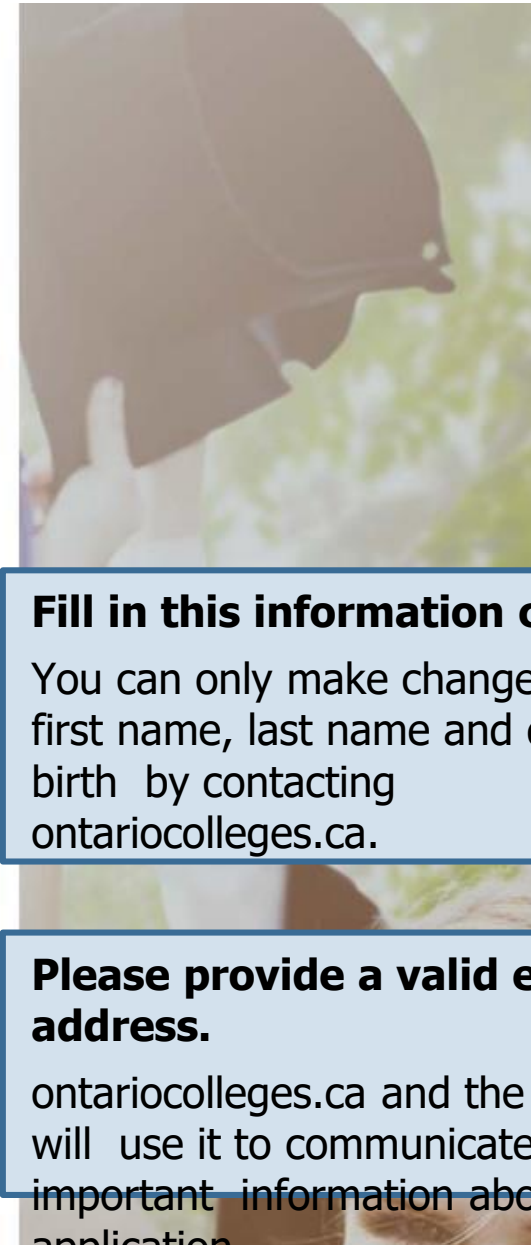
Fill in this information carefully.

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
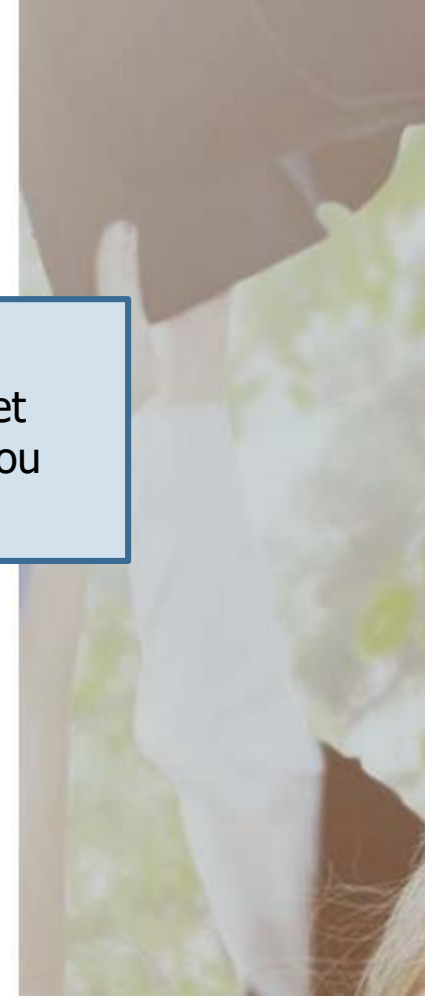
Create an Account

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.
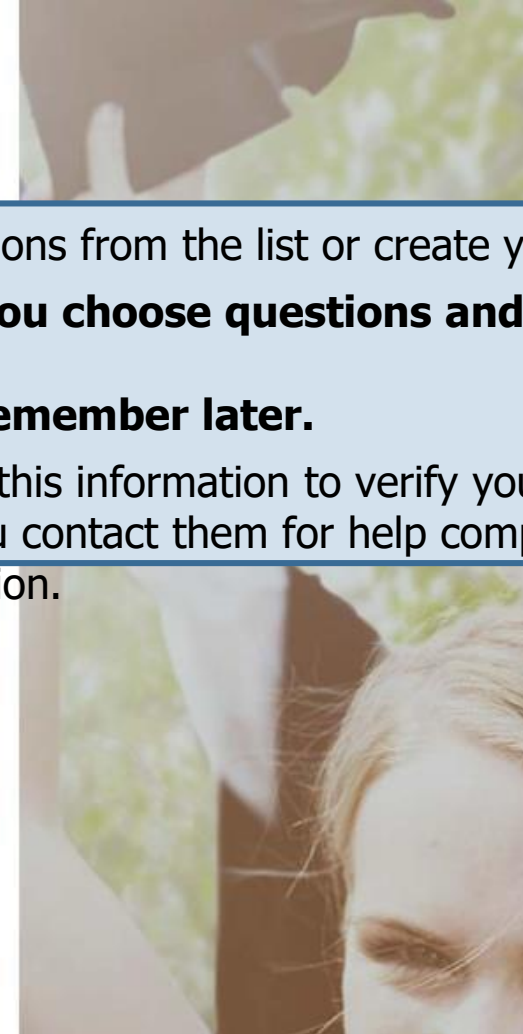
Choose questions from the list or create your own.

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

They will use this information to verify your identity if you contact them for help completing your application.

Activate Your Account

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.

Successful Account Activation

Français

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.

You will receive an account activation email message; it will be sent to the address that you used when you created the 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 (plh2021@myorg.ca).

Log into Your Account

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

On the **Log In** page, on the **Canadian Applicants** card, select **Log In**.
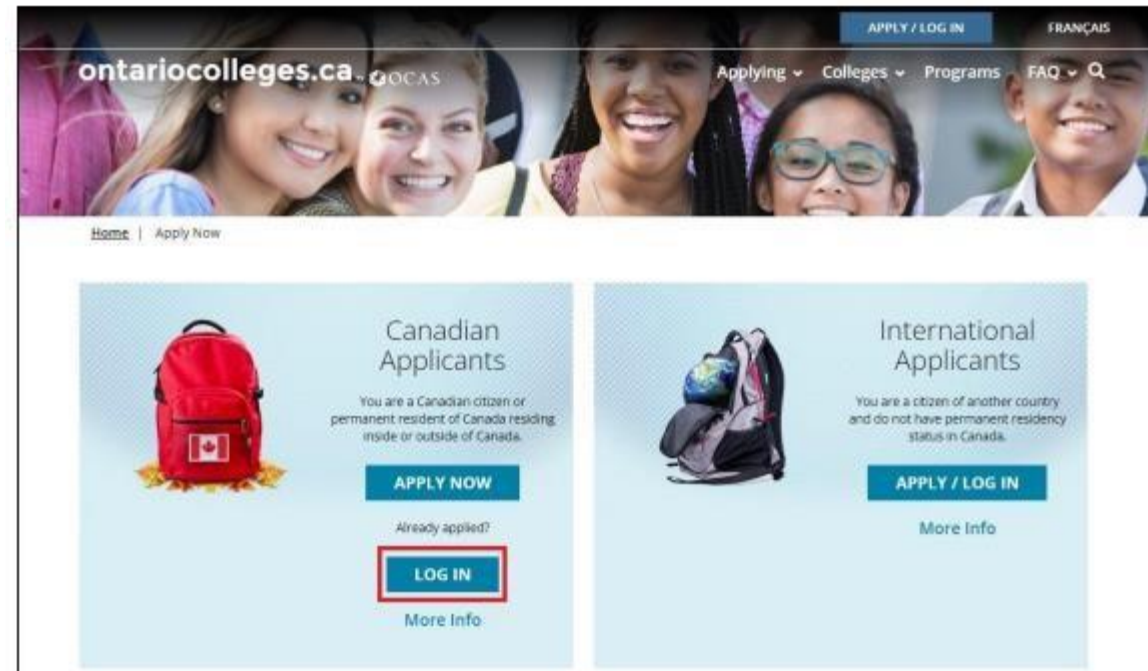
Log in using the username (your email address) and password you created during account sign up.

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

New Applicant Page

On the New Applicant Page, enter your date of birth.

IMPORTANT - be sure to enter your date of birth correctly; once it is saved you cannot change it. To get it corrected you must contact the [Customer Contact Centre](#)

If you would like, you can also add middle names

Privacy Statement

ontariocolleges.ca

Welcome Pat • Français

Privacy Policy

We may update our Privacy Statement periodically to reflect changes to our personal information practices. The most current version of our Privacy Statement will always be that posted on our website.

OCAS is committed to protecting your privacy. This policy sets out, in general terms, how OCAS collects, uses and discloses personal information.

Please read this policy carefully. By using our services OCAS deems you to have consented to the collection, use and disclosure of your personal information for the purposes set out below.

When you've finished reading the statement, select **I Accept the Privacy Policy**. If you do not accept the Privacy Statement, you will not be able to complete your college application.

By selecting 'I Accept the Privacy Policy' you are agreeing to all terms of the Privacy Policy.

[I Accept the Privacy Policy] [I Do Not Accept the Privacy Policy]

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

Email Communications

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

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

Complete Your Profile

Add Personal Information

Start by adding personal details, such as your first language, mailing address, and status in Canada.

Note: You cannot change your Legal last name, Legal first name, and date of birth. If any of these must be corrected, contact the [Customer Contact Centre](#).

Mailing Address and Citizenship & Residency

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

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

In the **Citizenship & Residency** section, provide the required information.

If you select a **Country of Citizenship** other than Canada, you must also indicate your **Status in Canada**. Select one of the items in the list.

Depending on the status that you select, you might see a message with additional instructions.

Your Profile

Add Your Education

We encourage you to add all the high school and post-secondary education that you've taken.

Note: If the application fee is unpaid, you can delete an education record from your profile. After the fee is paid, you can only make some changes, such as dates attended. If you need to make other corrections, contact our Customer Contact Centre.

1. On the **Your Profile** page, on the **Education** card, select **Get Started**.

The **Education** page opens.

Under **Education Status**, select your answer for each question:

Are you currently enrolled in a high school course?

Have you graduated from high school or earned a high school equivalency?

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

You can add details about the following types of education.

Add an Ontario High School

On the **Education** page, select **Start Declaring Education**.

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

In the **Province** list, select **Ontario**.

Select **Find an Ontario High School**.

Search for the school. In the results, **Select** the school.

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.

OEN & Student # can be found on your report card or in the email sent to your GAPPS on October 10th

Your Dashboard - adding Program Choices

Here's what our example applicant's dashboard looks like:

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

Adding Program Choices

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**.

To refine the list, select a college.

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.

In the example, the applicant selected Sheridan, Mohawk, and George Brown.

Remember that you can add a **maximum of 5 programs**, with 3 from a single college.

When you're finished choosing programs, select **Save & Continue**.

Note: You can come back to your application at any time and add or remove program choices.

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

Review your application

Review your application

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?

Here's what the **Review** page looks like for our example applicant.

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.

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

Select **Continue to Payment**.

Payment

Before we 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's what the **Payment** page looks like for our example applicant.

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.

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 three new messages.

How do I know if my information was sent to the colleges?

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.

1. On **Your Dashboard**, select **College Sync**.
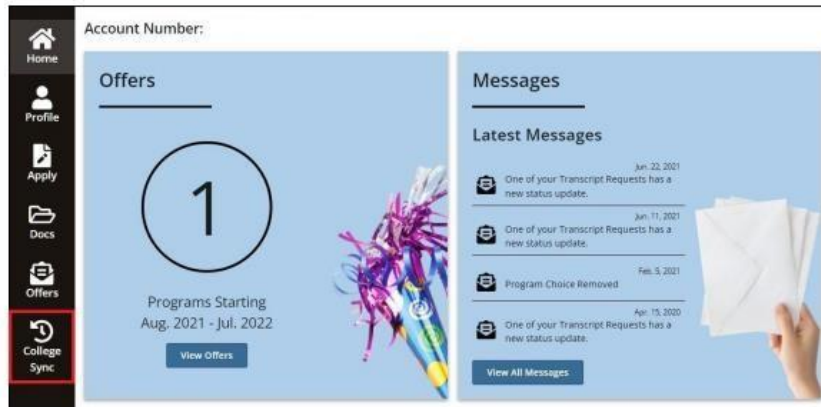
The Activity History page opens where you can see the colleges that you applied to. In the following example, each card indicates that the information was **Sent**.
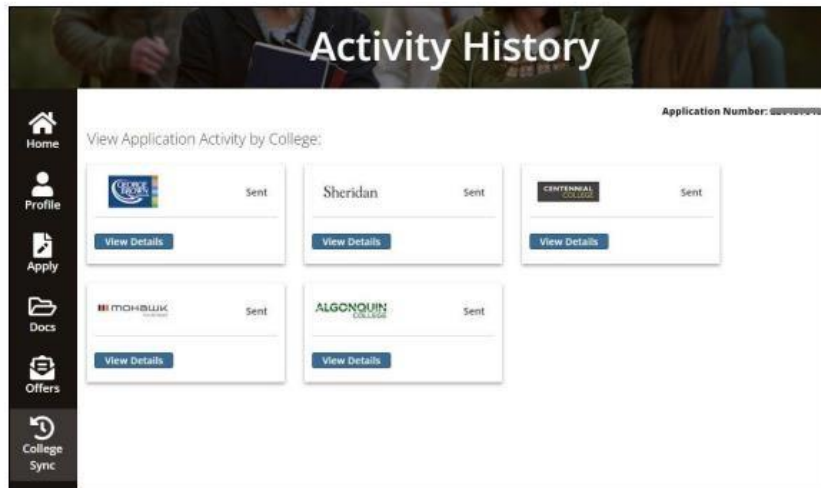
2. To see the details for a specific college transmission, select the corresponding **View Details**.

As you can see in the example, the program choices and supporting documents were sent, and the college is awaiting a decision on their offer of admission.
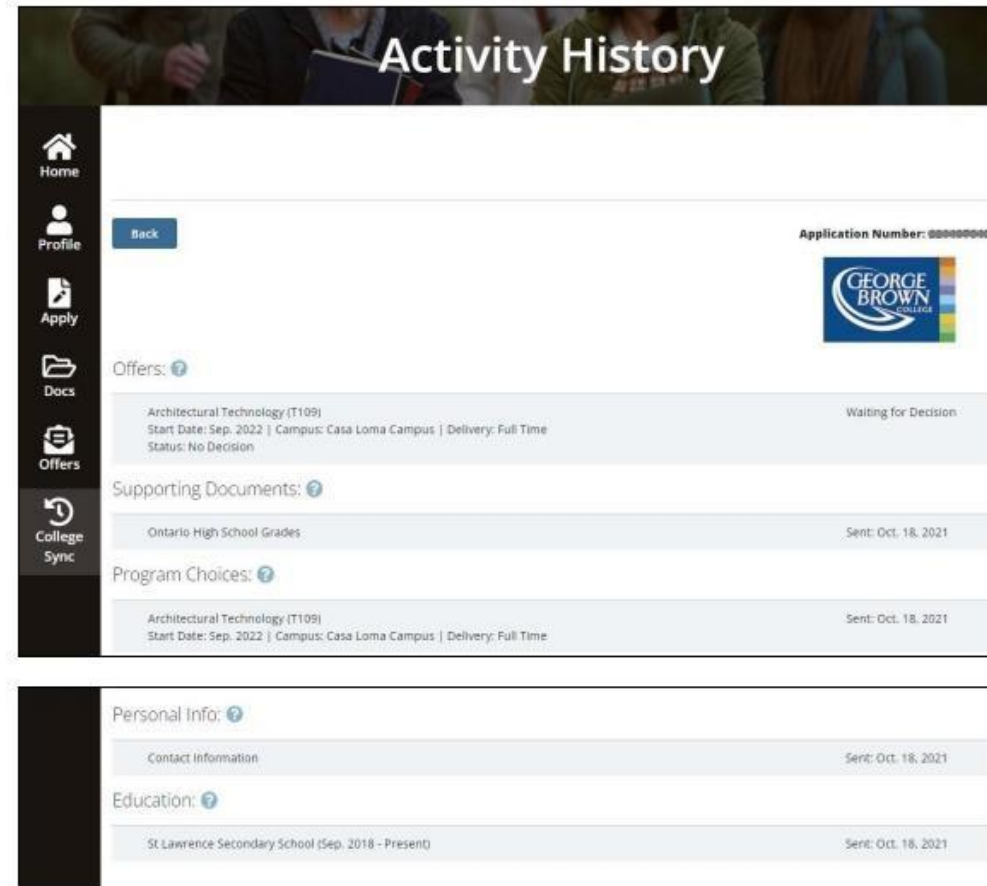
3. To return to the main Activity History page, select **Back**.

Accepting an offer

November 1 is the earliest date that colleges can start sending out offers of admission. Offers will continue to be issued until
program seats are filled or waitlists are established. Log in to your account regularly to check your offers of
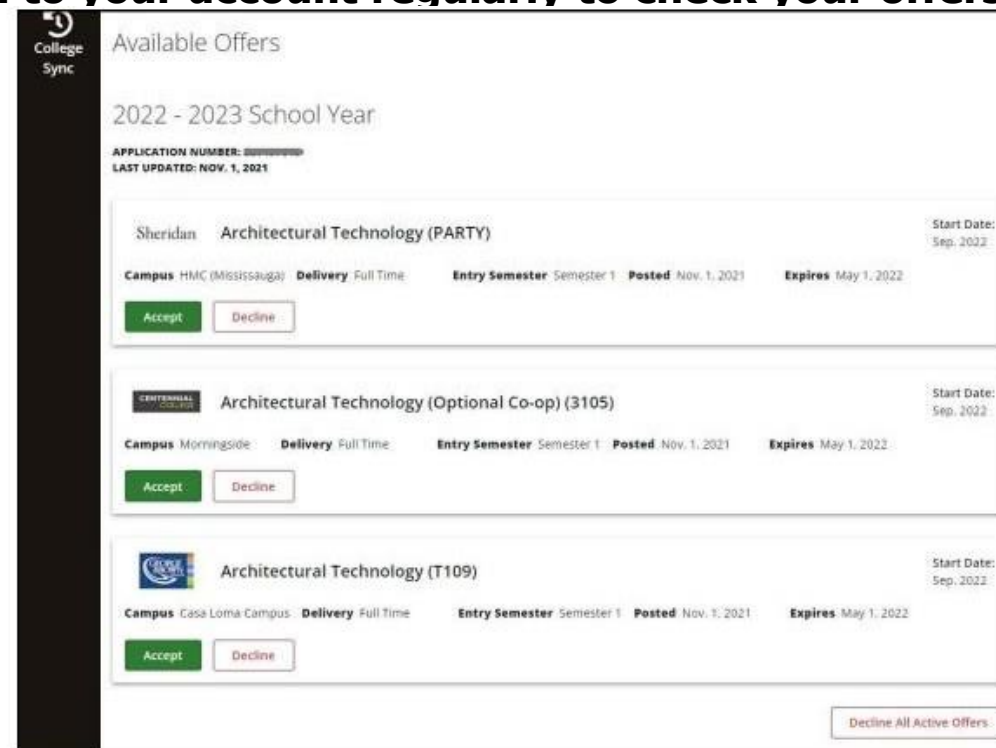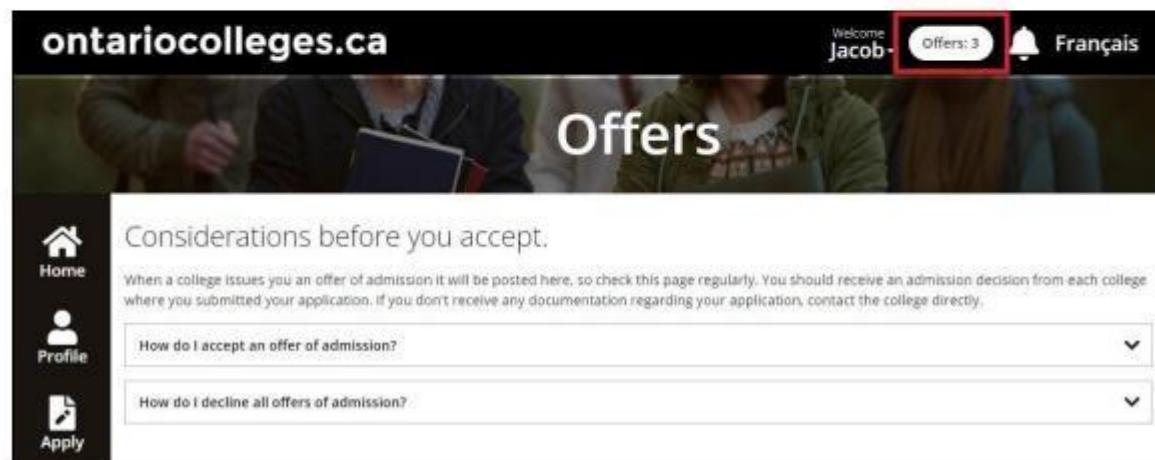
To accept an offer of admission to college:

1. Log in to your ontariocolleges.ca account.

2. On **Your Dashboard**, in the navigation pane, 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.

3. Decide which offer of admission you want to accept, then select **Accept**.

Once you have accepted an offer, ontariocolleges.ca will send a confirmation email to the contact email address specified in your account profile.

The other colleges to which you have applied will receive notification of your accepted offer.

Note: You cannot defer an offer of admission. If you want to take the program at a later date, you must create a new application.

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.

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

Declining offers

If you are accepting an offer of admission, there is no need to decline any other offers. However, if you decide not to attend any college program that you have applied for, you can decline all offers.

1. Log in to your ontariocolleges.ca account.

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

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

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

Supporting Documentation

Depending on the admission requirements of the program you are applying to, you might have to provide supporting documents as part of your application.

Here are the most commonly requested types of documents:
- Test Results (ex/ English Language Proficiency, Health Occupation Aptitude Exam (HOAE)
- Canadian Citizenship & Residency Documents
- College or Program-Specific Documents
- Other Supporting Documents (ex/ Proof of Name or Date of Birth Change)

After You Apply – Next Steps

After You Apply

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

- **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. ontariocolleges.ca/en/faq#how-can-i-make-changes-to-my-application

- **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 the Paying for College page: ontariocolleges.ca/colleges/paying-for-college.

Apply From Your Phone

ontariocolleges.ca Mobile 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

[VIDEO]
Apply Online

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

Connect With Us:

facebook.com/ontariocolleges.c

a @ontariocolleges

- www.ontariocolleges.ca

Thank you

Thank You…As always, please feel free to book a guidance appointment at bit.ly/ThornleaGuidance if you have any questions.