



APPLYING ON-LINE TO ONTARIO COLLEGES FOR 2017-2018

- Choose your programs before logging in to complete the on-line application.
- Up to **five** program choices are allowed, with no more than three choices at any one college, for a cost of \$95.00
- Please feel free to use the computer in Guidance to apply on-line!
- College open houses – facebook.com/ontariocolleges.ca
- **Apply and pay as early as possible, especially for competitive programs. O.C.A.S. sends information to the colleges starting November 21st. *The application deadline is February 1st.***
- You can now apply from your phone – get the ontariocolleges.ca app from the app store or Google play.

THINGS TO DO CHECKLIST

- ☐ Research your college options and admission requirements.
- ☐ Check out college publications, websites and tours.
- ☐ Take a look at the on-line Find Program at Ontariocolleges.ca.
- ☐ Have a valid email account and regularly check it. The colleges email to communicate with you.
- ☐ 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 (OEN) (see label above), and student number.
- ☐ Have a Visa, MasterCard or American Express number including the expiry date if you plan to pay on-line.
- ☐ The \$95.00 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 list.
- ☐ Check your junk/spam folder.

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: <http://www.ocas.ca/Documents/applicant-tutorial.pptx>

Start Application

- Go to **ontariocolleges.ca** and click on “**Apply**”.
- Applicants will be directed to the “**Sign up**” page to create an account.
- Complete the information in this section. Take 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 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 “**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 order).
- Click “**Save and continue to next step**”.

Personal Information

- Complete all required fields marked with (*). Click “**Save and continue to next step**”.

Contact Information

- Enter your mailing information. It 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 that 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**”.
- Your OEN, student number and name (as it appears on your school record) must be accurate.
- The H.H.S.S. Guidance Department will send your grades to ontariocolleges.ca.
- 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, it should be entered here.

- If you do not have any experience to add, click the “**No Experience to Add**” checkbox and click “**Done**”.
- If you do, complete the required fields.

My Applications

- Select the dates you wish to attend college between **August 2017 and July 2018**.
- 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**.
- Review the details to ensure you have selected the correct program.
- To add additional program choices click on “**Add a Program**”.
- Entry Level 1 – 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 or have earned a GED 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 1, 2017, college offers of admission can be viewed by clicking the “**View Offers**” tab.
- 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.

Customer Contact Centre
1-888-892-2228
email: Ask-Us@ontariocolleges.ca