

Steps for Applying to Colleges Through OCAS

Before you begin the application process, research your college program choices at www.ontariocolleges.ca. Under **PROGRAMS** you will **search by keyword** to research and compare programs.

1. Go to www.ontariocolleges.ca and select “**Apply Now**”.
2. **Create an Account** - You are now at the **Sign-Up** page. Set up your account by completing your personal information and the field for username (**your personal, non-school email address**) and password. Answer the account recovery questions. **You will need your username and password each time you log in to your account. Save this information.**
3. **Account Creation Successful** – You must now **activate your account via your e-mail**. Click the activation link to continue. **Accept Privacy Statement, select your email communication preferences – we recommend receiving communications from this site. Then log in to your account.**
4. You are now at the “**Applicant Dashboard**”. Click “**Get Started – Personal Information**”.
5. You will now **carefully** enter the following information to create **your Profile: Basic Information, Address & Contact, Citizenship & Residency, Sponsorship** (if applicable), click **Save & Continue**
6. Move onto entering your **Education Information**: enter your **Education Status, Self-declared Education, Start Declaring Education (complete ONLY the sections that apply to your education experience; you will need your OEN and Student Number), Save & Continue**. Complete your intended year of graduation and review your **Education Status**.
7. You are now at “**Start Applying**” (also on left-hand side; **APPLY**): When would you like to attend college? **Select the appropriate box, “Apply Now”**
8. **Record your Application Number & Account Number on the back of this page (OR ‘right’ click your mouse to print)**. Your OCAS Application number will appear on the top right-hand side under “**Application #**”. Under your Name at the top, you will find your OCAS Account Number.
9. Continue to **Step 1: Choose Programs** – This is where you build your application choices.
 - a) Select “**Program Search**”. You will then search by program code or by program title and will select the college from the drop-down menu (Colleges will be listed alphabetically).
 - b) Once you have your search result(s), verify that the program information is what you want (ensure college name, program code, title, program delivery (full time / part time), start date and campus is correct).
 - c) Once you have found the correct program, select “**Add**”. Continue to repeat this process until you have 5 choices (**Remember: You may apply to a maximum of FIVE program choices with no more than THREE at any one college.**) To help you keep track of your choices, your added choices will appear in the **Programs Choices at a Glance** left side bar. Once you have all **FIVE** selected, select “**Save & Continue**”.
10. Complete **Step 2: Rank Your Program Choices** - Once you have selected 5 college programs, you can move choices up or down, using the arrows (*move up/down*) shown beside each program title. This is your opportunity to remove/add program choices as well. Be sure that you have correctly ranked these choices in preferred order, from choice #1 to choice #5. Complete **College History** section. Select **Save & Continue (ensure you have recorded application number)**.
11. **Order Transcripts** – this will be done automatically on your behalf, verify the information listed, select “**Save & Continue**”.
12. **Review** – verify your **Personal Information**, under **Education Information** (ensure you have selected the correct graduation date), verify your **Application Year / Program Choices** (order of preference), **Transcripts** (make sure it is selected to automatic), **CONFIRM** that all information is verified, select **Continue to Payment**.
13. **Payment Summary** - Once program choices are added, the application status will be Unpaid. After the application processing fee is received, the status is updated to Paid and your application information is forwarded to your college choice(s).
14. **PAYMENT**. In order to complete your application and have your information sent to your college choice(s), you need to select and pay your \$95 application fee. Select **Pay Outstanding Fees**. Make your payment choice. Complete the required information and select **process transaction**. *If you are not making your payment today, select **payment choice** then **cancel transaction**.* You can complete all parts of the application and pay later by logging in and selecting **Apply -> Resume -> Payment** (left hand side bar). Once you have paid the application fee, you can view and print the **Payment Details Summary**, which confirms your information. **Be sure to print a copy of the payment receipt for your records.** You will receive a payment confirmation email. All payments are non-refundable.
15. At this point, the **OSAP** (Ontario Student Assistance Program) banner will appear at the bottom of the screen. If you plan to apply for OSAP funding, it is strongly recommended you click this banner and start your application.
16. **GRADES** – to view your grades online, login to www.ontariocolleges.ca using your email and password. On the left side, select “**Docs**”. In this section, you will see all documents and transcripts in support of your application that are associated to your

account. You may **view** this information, but you **cannot make changes**. You should check the accuracy of this information and **report any errors to Guidance as soon as possible**. **NOTE: Grades can only be seen after payment has been received and marks have been uploaded. First upload is between November 15-20, 2022.**

17. **Important Dates – February 1st, 2022 – Equal consideration deadline** – you can apply after this date but entry into competitive/limited enrollment programs can be affected. November 1st is the first date for potential offers are sent and the first day you may accept an offer. **All offers must be accepted by May 1st, 2022**. Tuition due date can be as early as **JUNE 2022**. Check the colleges specifically regarding dates as they may vary from college to college.

****If you are enrolled in an online course or night school, you must notify Guidance immediately. Failure to report information about an online course or night school class can place your college program access in jeopardy!**

College Applicant Checklist

- Before you begin applying, ensure you have a **valid, non-school e-mail address**: _____
- Record your username _____ and password _____
(Log-in/e-mail address)
- Record you Ontario Education Number (OEN) _____
- Record you Student Number _____
- Record your OCAS Account Number _____
- Record your OCAS Application Number _____
- Before completing the application, refer to individual college calendars or web sites for detailed program information and admission requirements. Consider your program choices carefully! Changes can delay the processing of your application.
- Complete **ALL** sections of the application that apply to you.
- Verify your **current course information** and **grades** after **NOVEMBER 20th**.
- Write your OCAS Application Number and OCAS Account Number on all documents you send to OCAS.
- Pay the **non-refundable \$95** application processing fee in Canadian Funds. Payment can be made:
 - Online**. Online. With Visa (including Visa Debit), MasterCard or American Express.
 - By phone**. You can call Toll-free in Canada: 1.888.892.2228 OR by Tel: 519.763.4725 to pay over the phone using a credit card. We accept Visa (including Visa Debit), MasterCard and American Express.
 - Mailing a certified cheque / money order**. Make the certified cheque or money order payable to 'ontariocolleges.ca' and be sure to include your 9-digit application number as well.
DO NOT SEND CASH!

Mailing Address for OCAS:

Ontariocolleges.ca
60 Corporate Court
Guelph ON
N1G 5J3

- Print a copy of your application for your records by pressing the **'Print Summary'** button located at the top of any screen, at any time to print a summary of your application.

NEED HELP? Check out...

- the **"How Do I"** or **"Live Chat"** sections at the bottom of the ontariocolleges.ca website
- the Help function at the top right corner of the screen as you complete your application
- email questions to ask-us@ontariocolleges.ca
- refer to the applicant tutorials at: www.ontariocolleges.ca/apply
- call Customer Contact Centre @ 1-888-892-2228

- o See a Guidance counsellor 😊