



COLLEGE ONLINE APPLICATION INSTRUCTIONS

APPLICATION DEADLINE IS FEB. 1, 2010



PLEASE READ CAREFULLY BEFORE BEGINNING YOUR APPLICATION!

Choose your programs before logging on to complete the online application.

TO APPLY ONLINE GO TO www.ontariocolleges.ca

Once at this website click on:

- APPLY.
- APPLY NOW – GREEN TAB.
- NEW CUSTOMER – CLICK ON SIGN UP.

To Log in and complete your application you will need:

- YOUR SOCIAL INSURANCE NUMBER
- A valid e-mail account
- Your OEN number (your counsellor will provide this for you)

Complete the following:

1. Personal information section.
2. Address/Postal Code information – USE THE ADDRESS LOOK UP TAB.
3. Create your **user name and password**. The user name must be 4 to 50 characters in length. The password must be 6 to 12 characters in length and must contain at least 1 letter and number. The password is case sensitive. The password hint can be up to 64 characters and contain anything that would trigger your memory.
4. Answer the security question.
5. **Write down your user name, password, password hint and security question & answer and keep it in a safe place. This information is confidential. The school does not have access to it.**
6. Make sure account information is correct and click SUBMIT/SAVE. Your user name and password are then sent to your e-mail address for confirmation.
7. Press continue for the next step. **THIS COMPLETES THE CREATION OF YOUR ACCOUNT IN PREPARATION FOR COMPLETING THE ACTUAL APPLICATION.**

To Complete Application: CLICK “HERE” TO CONTINUE.

1. Login with user name and password.
2. Press **Apply**.
3. Choose start date. (AUG. 2010 – JULY 2011).
4. Privacy statement – click box with “I accept”.
5. Follow the instructions to print both your OCAS Application Number and your account number and keep this in a safe place. You will need this information if you have to call the Application Centre for any reason.
6. As you complete each section, click CONTINUE, SAVE OR SUBMIT.

ALL ABOUT ME – COMPLETE THIS SECTION NEXT.

1. **STATUS OF HIGH SCHOOL EDUCATION:** Everyone currently in high school selects “attended or attending an Ontario High School for all or part of the current school year.”
2. **SUPPORTING DOCUMENTS:** Do not click anything here except SUBMIT. The school will forward your transcript information directly to OCAS.
3. Use the drop down arrows when necessary.
4. **AIMING FOR THE TOP SCHOLARSHIP** – Even if you don’t think you will qualify for OSAP, you should apply to be eligible for the Aiming for the Top Scholarship. **CLICK SAVE.**
5. **CHOOSE YOUR PROGRAMS:** click on CHOICE to add your programs. **You have a total of 5 choices with up to 3 choices at any one college. Order your choices in order of preference.**
6. **EXPERIENCE:** this does not apply to you. Click SKIP.

Paying your Application Fee:

The cost of applying to college is \$95.00. You can make payment by:

1. Credit card on-line - Mastercard or Visa
2. Telephone Banking
3. Certified cheque or money order

OCAS RECEIVES YOUR APPLICATION IMMEDIATELY BUT your application WILL NOT be sent to your college choices until OCAS receives your application fee.

Before submitting your application ensure all personal and academic information is correct.

If you need help with your application you can:

1. See your guidance counsellor.
2. Check the college handbook for specific information.
3. Call the toll free number 1-888-892-2228.

MAKING CHANGES:

DO NOT SUBMIT A NEW APPLICATION TO MAKE CHANGES. Once your application has been processed OCAS will send you a yellow Verification Form. You may make any changes ONLINE or you can contact OCAS. Keep copies of everything for yourself in a safe place.

IMPORTANT DATES

DEADLINE FOR EQUAL CONSIDERATION TO PROGRAMS – FEBRUARY 1, 2010 – you can make changes to your application until this date and still receive equal consideration

CONFIRM ACCEPTANCE OF AN OFFER OF ADMISSION – MAY 3, 2010.

EARLIEST DATE COLLEGES WILL EXPECT PAYMENT OF TUITION FEES – MAY 28, 2010

NOTE: VERIFY YOUR MARKS EACH TIME THEY ARE UPDATED (DECEMBER, EARLY MARCH, MID MAY AND MID JULY).