

APPLYING TO COLLEGE ON-LINE
For September 2019

Prior to Applying to College

Students should take the following steps to assist with their research and the application process, go to:

www.ontariocolleges.ca

Note the following links/bars at the top of the page

1. **Applying** – Once you click on this, note the important information, including:
 - **Important dates**
 - **eMaterials – this includes: Highly Competitive Programs, Areas of Study Charts, and a Tutorial for the Online Application**
2. **Colleges** - this will allow students to link to all the college websites across Ontario
3. **Programs** - This will allow students to find programs by keywords, categories, etc...OR search by college.

STEP BY STEP INSTRUCTIONS

1. Go to www.ontariocolleges.ca
2. Click on “**Apply**”.
3. Create an account by following the directions to set up your username and password. Complete all required fields indicated with an asterisk (*). Record and keep for future use. Do this **ONLY** the first time you log on. Be sure you have a valid email address.
4. Click “**I Agree to the Terms & Conditions**”. Account information will be sent to you via email. Click on the link within the email to activate your account. You may not be able to log in without activating your account.
5. Once you have activated your account you can sign in on the sign in screen. Enter your username and password that you just created. Click “**Log in**” on the main screen after clicking “**Apply**”.
6. If you forgot your username or password, follow the instructions after you click “**Log in**”.
7. Privacy statement appears. Click box to accept the privacy statement.
8. **Applicant Dashboard** – this is your application home screen, where you start completing your application. **Note: your account number is located at the top of the screen. You will be asked for it at a future date.**
9. See on the left-hand side of the screen– consists of 3 sections: **My profile, My Applications, and Activity History**. You must do “My Profile” first. Each area will be checked off when completed.

10. **My Profile** – all sections, even if they do not apply to you must be completed, in order, when you complete your application the first time. If you are asked for your O.E.N. number and your student number, they are found at the top of your Status Sheet (which will be given to you by Guidance).
11. **Experience** – complete the sections only if they relate to your proposed area of study at college.
12. **My Applications** – choose the correct start date. Read through this screen carefully, i.e., **“I want to start college between August 2019 and July 2020”**
13. **Select Programs** – follow the instructions to select your programs – maximum 5 programs (no more than 3 at one college). Use Ontario Colleges to narrow your search. You may search by College or simply use the Program Code assigned to your program. The codes can be found in advance when doing your research on Ontario Colleges. Be aware of the program start dates. “Program Choices” will run a tally (in brackets) of programs that you have selected.
14. You will have the opportunity to **apply to OSAP directly** from the online application. All information will be auto-filled onto the OSAP application as it was indicated on your college application.
15. **“Payment Summary”** screen now appears and you must pay for your application. **Print a copy of your receipt.** (\$95). Your application is complete once payment has been received by OCAS. You may go in and make changes once the application is complete. **However, be mindful of the equal consideration deadline for competitive programs.**

NEED HELP

See the bottom of the Homepage. Options include:

- **Live Chat**
- **Phone**
- **Email**

WHAT’S NEXT?

- **Remember to apply by Feb. 1 2019**
- Read your Post-secondary newsletter and other informational resources found on St. Mary Guidance webpage under “Post-Secondary Pathway planning”
- Make sure to check your junk folder in your email regularly
- Read all the correspondence from each college
- Go to Open Houses
- See your Guidance Counsellor if you have any questions/concerns