

APPLYING TO COLLEGE – 2023-2024

Make sure you check “Yes” that you will be a high school graduate by the first day of college. Make sure you indicate you are currently a high school student.

1. **Research your program choices carefully using**

- Find a Program at Ontario Colleges:
<http://www.ontariocolleges.ca/FindProgram>
- ONTransfer – Provides students with information on how credits may transfer among postsecondary programs in publicly funded colleges and universities.
https://www.ontransfer.ca/index_en.php
- Look at “pre” programs, General Arts and Science programs, Liberal Arts programs
- Check to see if a program has more than one ‘start’ date.

2. **Apply** online as **early** as possible –well before the February 1st Equal Consideration Date, especially if you are applying to a highly competitive program. Check admission requirements for highly competitive programs at the following link.

<https://www.ontariocolleges.ca/en/apply/highly-competitive-programs>

3. **Before** you start the online application, you should have:

1. your Ontario Education Number (OEN which is found on your Ontario Student Status Summary or report card)
2. a list of program choices with the specific program codes, campus and start date,
3. a credit card/visa debit card or other information to pay for the application.

Important Info Before You Apply

- The [application processing fee](#) is \$125.00 (non-refundable).
- An application allows you up to 5 program choices (no more than 3 at any one college).
- All program choices must start within the same academic year (August-July).
- Your username is permanent.
- Your password must be between 8 and 14 characters in length.
- Use a valid email address. **(DO NOT use your TDSB student email this expires once you have completed high school)**
- **DO NOT** create more than one account.
- The application works best in [certain web browsers](#).

4. **Access** the online application at: <http://www.ontariocolleges.ca/apply>
Create your username and password when making your account profile. Keep a record of them in a safe place, as well as the answers to your security questions.
You will use the same username and password to return to your application to make changes or check the status of your application.

5. **Write down/record your OCAS number** – this is used to identify your account. Make sure you record both your OCAS account number and your OCAS application number in a safe place.

6. You may select up to **5** choices for your application but with no more than **3** choices at any one college.

7. **What to do if there is incorrect information on your application:**

- Grades - contact your guidance counsellor
- Documents and Application History - Correct online or contact OCAS at 1-888-892-2228

8. Pay the \$125.00 application-processing fee by:

- **Online.** With Visa (including Visa Debit), MasterCard or American Express.
- **By phone.** You can pay over the phone (1-888-892-2228) using a credit card. OCAS accepts 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 in the mail.

Mailing address: ontariocolleges.ca
 60 Corporate Court
 Guelph, ON N1G 5J3
 Canada

All fees are non-refundable. There will be an additional \$25 fee for returned items. This fee applies to all payment items returned to us for any reason including NSF, a closed account, stopped payment or post-dated cheque, etc.

Your application will not be processed until OCAS receives your payment. The best payment method is credit card or online banking. It takes up to 4 weeks to process your account if you pay by cheque or money order.

9. The TDSB automatically sends your transcripts to OCAS. Go online to check the **accuracy** of your grades information (November) and verify them each time they are updated (February, April, and July). If you see a problem, speak to your guidance counsellor.

10. Make sure to follow through on **additional requirements**. Make appointments for testing, interviews, auditions and make sure you keep them.

11. If you are making **program changes after the February 1st** date, check to ensure that the new program you want is still open.

12. If a college has admitted you, make sure that OCAS receives your confirmation of acceptance on **or before** the deadline.

13. If at anytime your **personal information changes**, please make the changes online so that the information can be passed on to your college choices. Inform Cedarbrae too!

14. If you are taking courses with a private school or another board other than the TDSB you are responsible for reporting the **final mark** to your college. You must also provide your guidance counsellor with the final report card for the course you are taking to have it added to your TDSB Transcript.