

# **APPLYING TO COLLEGE – 2024-2025**

**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](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 \$150.00 (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. Use a professional sounding email because this is how colleges will be contacting you. **(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: <https://www.ontariocolleges.ca/en/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 \$150.00 application-processing fee:

- **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:** Ontario Colleges Application Services  
60 Corporate Court  
Guelph, ON N1G 5J3

**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 1<sup>st</sup>** 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.