**Instructions for Applying to COLLEGE: 2017**

**Ontario College Application Service (OCAS)**

## Equal Consideration Deadline: February 1, 2017

1. Go to the OCAS website: [***www.ont******ariocolleges.ca***](http://www.ontariocolleges.ca)*.*
2. To research college programs, click **“PROGRAMS”** at the top of the homepage. You can search, compare and review admission requirements for programs at all 26 Ontario colleges. You can also link to individual college websites for more detailed information.
3. Before you start your application, you may wish to review the detailed user guide found at: [*http://www.ontariocolleges.ca/documents/ematerials/applicant-tutorial.pdf*](http://www.ontariocolleges.ca/documents/ematerials/applicant-tutorial.pdf)
4. When you are ready to apply, click the “**APPLY**” button at the top right of the homepage.

5. Sign up for a new account by completing the required fields.

Provide a valid **email address**. This will also be your ***Username***.

Set up a ***Password***.

***IMPORTANT****: Record both your username and password for future reference as you will need them each time you return to your application.*

6. You will receive an account activation email. Click the link in the email to activate your account.

7. Once successfully activated, log in to your account using your username and password.

8. On the Applicant Dashboard, click “**Start Your College Application”** to begin.

1. Click and complete each section, in sequence, under “**My Profile”**.

You will need to provide your Ontario Education Number (OEN) and TDSB student number, both of which can be found on your timetable.

Your name must be exactly as it appears in our school records in order for your grades to be matched.

Always click “**Save and Continue”** at the bottom of each screen to continue to the next section.

1. After completing your Profile, click **“My Applications”**.

You are now ready to select your college programs.

1. Click “**Add a Program**” to search for and select programs.

Make sure to select the correct start date of each program.

 You may apply to **five** programs (with a maximum of three programs at any *one* college).

12. To complete your application, you must make a fee payment of***$95.***

You can pay by credit card (*recommended*), online banking or by mail (cheque or money order)*.*

13. You can accept offers of admission by clicking the “**View Offers**” tab under **“My Applications”.**

14. Colleges may issue offers of admission any time after **February 1, 2017**.

Applicants, in turn, must accept an offer of admission by **May 1, 2017**.

Most colleges will request a tuition deposit by **mid-June, 2017**.

***Note: Individual colleges will communicate with you directly after you have submitted your OCAS application. It is your responsibility to read all correspondence, follow any additional instructions and meet specific deadlines. It is important to set up an online student account if directed to do so by a college as this may be the primary method of communication between the college and high school applicants.***