

APPLYING TO COLLEGE – 2016-2017

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

1. Research your program choices carefully using
 - The Ontario College Areas of Study Guide
<http://www.ontariocolleges.ca/documents/ematerials/study-areas.pdf>
 - 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.
<http://www.ontariocolleges.ca/Documents/ematerials/competitive-programs.pdf>

3. **Before** you start the online application, you should have:
 1. your Ontario Education Number (OEN which is found on your timetable, credit counselling summary or report card)
 2. a list of program choices with the specific program codes, campus and start date,
 3. a credit card or other information to pay for the application, pen and paper to record information.

4. **Access** the online application at: <http://www.ontariocolleges.ca/apply>
Create your username and password when first logging in to the site and keep a record of them in a safe place. **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 your OCAS number** – this is used to identify your account.

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 \$95.00 application-processing fee by credit card, online banking, telephone banking, certified cheque or money order. **Your application will not be processed until OCAS receives your payment.**

If mailing your payment, make sure your **OCAS number** is on the certified cheque or money order. **Print** a copy of your completed form for your records. **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 school 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 (early February, late April and early 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. You are responsible for reporting a **summer school final mark** to your college.