**College On-Line Application Process – 2020**

The fee is $95 for 5 choices – no more than 3 choices at any one college
Deadline is Feb. 1, 2021, but apply early (before Christmas) especially for highly competitive programs!

[**www.ontariocolleges.ca**](http://www.ontariocolleges.ca)

\*www.ontariocolleges.ca – click APPLYING tab, click on HOW TO APPLY - Canadian Applicants, click “Create an account”

\*For more instruction on how to apply scroll down and click on the youtube video “How to Apply”

\*Ontario Colleges also has a mobile APP: Find it in the App Store and on Google Play

\*At any point if you require assistance scroll down to CHAT NOW (at the bottom of the website page)

**STEP 1: Create Account**
\* log onto [www.ontariocolleges.ca](http://www.ontariocolleges.ca). Click the APPLY NOW tab in the centre of the screen; Click the Canadian Applicants/ Apply Now
\* *If you applied last year, instead of clicking on APPLY tab, click on LOG IN tab*
**\*** complete the required fields identified with an asterisk (\*)
\* NOTE: username will be your email address – choose an email address that is correct and one you will check on a regular basis. USERNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\* Create password. PASSWORD REMINDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\* Your password must be between 8 and 14 characters in length – must contain one letter, one number

\* Click “I agree to terms and conditions”
\* You can open your email to activate your account OR click on LIVE CHAT and ask them to help activate your account.

**STEP 2: Login**
\* Once your account has been activated click LOG IN on top tool bar; use your Username and Password to log in and complete any required information
\* Read and click “I accept the Privacy Statement”
\* Email Communications – read and check the box if you want to receive emails and click “Submit”

**STEP 3: Your Profile**
\* **Personal Information** screen – click “Get started”. Add Mr. or Miss for title and indicate whether or not your parents attended university/college. If information is incorrect, please let guidance know.
\* **Contact Information** – If your address is correct click “Keep validated address”. If your address is not there, click manually enter your address. Ensure your phone number and email address are correct.
Add phone number and email address, click “save and continue”
\* **Citizenship and Residency** – Select the correct information from the drop down menu.

\* **Sponsorship –** Unless this applies to you, click “No sponsorship” Click “Save and continue”

**STEP 4:** **Education**

\* Click “Get started”. Choose YES to ”Are you currently enrolled in a high school course?”. Click “Start declaring education”. Choose date you either graduate OR anticipate graduating. Choose “Canadian high school education” for type of education. Choose the province of Ontario and find your Ontario high school by typing HOLY TRINITY in the pop up box. **Be sure to select the Holy Trinity on Evergreen Road, Simcoe**. Enter the month and date you began attending Holy Trinity and the month and date you will leave HT this school year. Select the last grade attended – if you are in grade 12 and haven’t already graduated, then you would select grade 11. If you aren’t graduating until June, then say no to “Did you graduate?”

Enter your OEN number \_ \_ \_ \_ \_ \_ \_ \_ \_ which you can find on a report card (or enter 0)

Enter 0 for your student number

Read the info on the blue screen to see your responsibilities

Click “Save and continue”

Review the information to ensure it’s correct and then click “My education is complete”

Click “Start applying”

**STEP 5: Application**
\*If applying for next year 2021-22, select “After July 31 2020”
\*First step – Choose Programs – type in name of program (or part of) and then click add beside the colleges you want to choose for that program. ***MAKE SURE YOU SELECT THE CORRECT START DATE OF THE PROGRAM, AND THE CORRECT CAMPUS***

\*Use the arrows to put your programs in order of preference
\*Review your choices in box entitled “Programs at a glance” to ensure everything is correct
\*Click “Save and continue”

\*Second Step of Application - HT will be forwarding your transcripts. Click “Save and continue”

\*Third Step of Application – ensure your program choices are correct and click “Continue to Payment”

\*Fourth Step of Application – Payment

\*Click “Process Payment” – Click to continue to enter your payment information. Click “process transaction” to complete your payment. **CLICK ONLY ONCE**
\* **If payment was successful a screen will appear to verify successful payment and an email will be sent as well**
\* Click “print summary” to print a summary of your fees
\* When you make any changes to your program choices, click “UPDATE” to recalculate the amount owing.

* **Be sure to print off the confirmation of payment as this contains your OCAS APPLICATION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will be required at a later date.**

**STEP 7:** You have the opportunity to link your information to an OSAP application. Click the OSAP banner!
**STEP 8: Log out**

To see **OFFERS OF ADMISSION** click the “View Offers” tab. You may only accept ONE Offer of admission at a time.