

PROCEDURE FOR APPLYING TO COLLEGE IN ONTARIO (Application Website Opens October 31, 2011)

1. Visit **ontariocolleges.ca** and research programs.
2. Decide which colleges and programs you wish to apply to. You have up to a maximum of FIVE program choices, with no more than three choices at any one college. There is a \$95 non-refundable application processing fee.
 - a. Consult calendars, guidance counsellors and/or college personnel.
 - b. Be sure you have checked the prerequisite courses for the desired program at each of your selected schools.
 - c. Obtain your **Ontario Education Number** from Student Services.
 - d. OEN= _____
3. Log on to www.ontariocolleges.ca . Select **Apply** from the toolbar at the middle of the screen.
4. First time users will **Sign Up** under **Create New Account**
5. Click **Sign Up** and set up your Account, Username and Password. (A red * indicates the required fields to be filled in.) Click **I Agree to the Terms and Conditions** to continue.
6. Check your email to activate your account.
7. Click **Please Click Here to Login** and enter your username and password to start your application.
8. Read the **Privacy Statement** and click **I Accept** to continue. Record your account number at the top of the screen for future reference.
9. Complete all sections under **My Profile**.
10. Select **My Applications** and complete all sections. Select the link that applies to the date you would like to start college (between August 2012 and July 2013). Current UCC students do not have to Create a Transcript Request (uncheck the box)
11. Make your **Payment** and print a copy of your application for your records.
12. You may make changes to your application after you submit it, but changes made after February 1st may affect the "equal consideration" of your application.
13. To see your Offers of Admission, click **View Offers**.
14. You could receive more than one Offer of Admission. Confirm the offer to the college of your choice, on or before the expiry date indicated by the college.
15. You may accept only one offer at a time.
16. To confirm your acceptance, click on **Confirm** and then **CONFIRM NOW**.
17. Login using your username and password.
18. Click on **Offers of Admission**.
19. Click on the link for the date that you want to start college.
20. Select the Offer of Admission you would like to confirm and click on **Confirm**.
21. If after accepting your Offer of Admission, you change your mind, you may accept a new/different offer prior to the offer expiry date. Your current acceptance will automatically cancel your previous acceptance.
If you need help, visit the **ontariocolleges.ca** website, type the question into the **Help** box.

****Please read all email and correspondence from OCAS and colleges thoroughly.****

N.B. Students applying to institutions outside Ontario must see Student Services if they wish Ursuline College to send mid-term and/or final marks to the selected school. Please make sure that the school has marks on file from courses that you have taken outside of the Ursuline College Day Program.



Ursuline College Chatham Catholic Secondary School



College Application Worksheet

First Name and Last Name	
Ontario Education Number (OEN)	

PROGRAM 1	
College Code	
Campus Code	
Program Code	

PROGRAM 2	
College Code	
Campus Code	
Program Code	

PROGRAM 3	
College Code	
Campus Code	
Program Code	

PROGRAM 4	
College Code	
Campus Code	
Program Code	

PROGRAM 5	
College Code	
Campus Code	
Program Code	

APPLICATION DEADLINES 2011-2012
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Equal consideration date	February 1, 2012
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Earliest admission offer date for high school applicants	February 1, 2012
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Confirmation date for an offer of admission	May 1, 2012
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Earliest date that colleges will expect payment of tuition fees	June 15, 2012
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