

STUDENT SERVICES

“WHERE EVERY STUDENT MATTERS”



ONTARIO COLLEGES ONLINE APPLICATIONS

WWW.ONTARIOCOLLEGES.CA

*THIS WEBSITE PROVIDES ALL THE INFORMATION YOU NEED SUCH AS
APPLICATION ACCESS, TUTORIALS ON HOW TO APPLY AND TIMELINES*

APPLICATION DEADLINE: FEBRUARY 1ST, 2024

APPLYING TO AN ONTARIO COLLEGE

Before you apply you will need:

- ✓ **Your Program Choices**
(Write down the correct names of the 5 Programs you will be applying to)
- ✓ **Your OEN Number** (Ontario Education Number)
- ✓ A proper **Email Address** (A Personal Email - **not your Niagara Catholic email**)
- ✓ A **Visa, MasterCard, American Express or Visa Debit**

*YOU DO NOT HAVE TO COMPLETE ALL THE STEPS AT ONE TIME!
AS LONG AS YOU CREATE AN ACCOUNT AND CLICK THE SAVE BUTTON AT THE END OF EACH
SECTION THE INFORMATION WILL BE SAVED FOR YOU!*

AFTER YOU HAVE COMPLETED YOUR APPLICATION KEEP THE FOLLOWING INFORMATION IN A FILE

- ✓ Your **Personal Email and Password**
- ✓ Your **OCAS Application Number**
- ✓ Your **Payment Summary**
- ✓ **All Mail and E-mails that you receive from OCAS and/or the Colleges**

***IT IS YOUR RESPONSIBILITY TO READ ALL THE INFORMATION THAT IS SENT TO YOU!!
DO NOT MISS OUT ON IMPORTANT DETAILS SUCH AS TESTING DATES, AUDITION/PORTFOLIO
INFORMATION, RESIDENCE APPLICATIONS, ETC!!!!*

Video Link: How to Apply to an Ontario College :
<https://www.youtube.com/watch?v=hoZGrPOcnwY>

APPLICATION DEADLINE: FEBRUARY 1ST, 2024

COMPLETING THE ONLINE APPLICATION

- ✓ Go to www.ontariocolleges.ca
- ✓ Click on **APPLY NOW**
- ✓ Under **Canadian Applicants** click on **APPLY NOW**

STEP 1: CREATE A NEW ACCOUNT

- ✓ Sign up for a **NEW USER** account by completing the following:

Account Details

- Input your **LEGAL** name
- Input your **Email Address and Password**
Please use a Personal Email not your school email

Security Questions

- Create your **Security Questions and Answers** – Make sure to write down your answers
- Read the Privacy Statement

- ✓ Click **Create**

*** KEEP YOUR PASSWORD IN A SAFE PLACE!!!**

STEP 2: ACTIVATE YOUR ACCOUNT

- ✓ An Account Activation message will be sent to the email address you provided. Go to your email and open the email that is sent by ontariocolleges.ca
- ✓ In that email, click on the Activation Link: **click here to activate your account**
- ✓ Once your account activation is successful, click on **Log in**

STEP 3: LOG IN AS A NEW APPLICANT

- ✓ Sign in to the **Domestic Applicant Portal** by entering your **Email and Password**
- ✓ Click on **Sign In**
- ✓ Under **NEW APPLICANT**, complete the **Your Information** section then click on **Continue**
- ✓ Read the Privacy Policy and click on **I Accept the Privacy Policy**
- Submit**

✓ Complete the Communication Preferences and click on
STEP 4: COMPLETE YOUR PROFILE

In this section you will need to complete your **Personal Information** and **Education Information**.

PERSONAL INFORMATION

✓ Click on

Get Started

Enter and review your:

- Basic Information
- Address & Contact
- Citizenship & Residency
- Sponsorship – most High School students choose “No Sponsorship”

✓ Click on

Save & Continue

EDUCATION

✓ Click on

Get Started

✓ Complete Your **Education Status**

✓ Complete the **Self-Declared Education** Section

• Click on

Start Declaring Education

• For Type of Education, select Canadian High School Education

• **Fill out your Canadian High School Education Information:**

- Be sure to put in your OEN (Ontario Education Number)
(You can find your OEN on the Parent Portal, on your Report Cards or on your Summary of Student Achievement form)
- Under Student Number – Input 0

• Click

Save & Continue

OR

Save & Add Another




If you attended another High School

• Read over the Standardized Test Note

✓ Click on

My Education is Complete

STEP 5: COMPLETE YOUR APPLICATION

- ✓ Click on 
- ✓ Under “**When Would You Like to go to College**”, Click on 
- ✓ Then under 2024-2025, Aug. 1, 2024 – Jul. 31, 2025, Click on 

PART 1: CHOOSE PROGRAMS

You may add up to 5 programs with no more than 3 programs at any one college.



1. Under **Program Search**

Enter the code or title of the program you wish to search for. If you do not know the exact program title, enter a word that you believe is part of the title. You can also filter by College.

2. Scroll down and you will be given a list of choices. Be sure to  the **Correct Program** and **Start Date**.


3. Once you select a program, it will be listed under the **Program Choices at a Glance** section

REPEAT these steps for your other program choices.

- ✓ Once you have completed and verified your program choices, click on 
- ✓ Under **Your Program Choices**, review your program choices listed and arrange them according to your order of preference. You can Change and Add to your program choices here as well.
- ✓ Complete the **Your College History** section
- ✓ Click on 


PART 2: YOUR TRANSCRIPTS

- ✓ Once you complete your application, including payment, and as long as you put in your OEN number and stated Blessed Trinity as your High School in the Education section – **we will automatically send your Transcript to OCAS.** OCAS will then forward your transcript to the Colleges that you have applied to.



Blessed Trinity
Secondary School  All Applied
Colleges
(Grimsby ON)

- ✓ Click on 

PART 3: REVIEW YOUR APPLICATION

- ✓ Make sure to carefully review and make any necessary edits to your:
 - Personal Information
 - Education Information
 - Application Year
 - Program Choices
 - Transcript Requests
- ✓ Check I confirm that all my information is accurate.
- ✓ Click on 

PART4: PAYMENT

- ✓ Review your Fee statement
- ✓ Click on 
- ✓ Under payment details, enter Cardholder Name, Credit Card #, Expiry Date and Card Security code;
- ✓ When complete, click on 

STEPS AFTER YOU HAVE APPLIED

REVIEWING AND/OR MAKING CHANGES TO YOUR APPLICATION

- Once your payment has been received you can review, check the status of your application and make changes to your application free of charge.
- From here you can change your Personal Information and Program Choices.
- **REVIEW YOUR GRADES AND REPORT ANY ERRORS TO STUDENT SERVICES**

OFFERS OF ADMISSION

- **The Colleges will begin to release Offers of Admission on November 1st, 2023**
- **YOU MUST CONFIRM AN OFFER OF ACCEPTANCE BY MAY 1ST, 2024**

**BE AWARE OF RESIDENCE APPLICATIONS DEADLINES –
MANY COLLEGES REQUIRE RESIDENCE APPLICATIONS BEFORE MAY 1ST, 2024**