

# Please read all steps before applying!

## To apply to college:

### You will need:

- your (OEN) Ontario Education Number (**My OEN is:** \_\_\_\_\_)
- your complete mailing address (including postal code)
- an email account
- payment format
- a list of your program choices, including program codes in ranked order

Rank	Program Name	OCAS Program Code
1.		
2.		
3.		
4.		
5.		

### Deadlines:

- **Feb.1, 2020 - equal consideration deadline**

### To pay you will need:

- Visa/Mastercard (**preferred**) or
- Internet/telephone banking or
- Cheque/money order - mailed within two weeks of application

## Now you are ready to apply

### To begin, go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

- choose - 'apply'
- select - 'create new account'
- click on - 'sign up'

#### 1. Set up an "OCAS Account"

- enter your personal information
- click on - 'click here to activate your account'
- login

## 2. Completing your OCAS application

- you will now enter the following information (see left side bar): Personal Information, Contact Information, Second Consent, Citizenship and Residency, Education (OEN and Student Number), Financial Support, Experience. NOTE: on the left sidebar is a checklist for each section - a check mark will appear when each section is completed

## 3. My applications

- select the appropriate box for when you would like to begin attending college

## 4. Manage choices

- select "Search for a program"
- complete program choices
- select choice #1 and choose a college from the menu. If you know the program title, enter it to refine your search. Select and then select the program of your choice
- Repeat 4 times
- **Note that you cannot select more than three programs at the same college.**
- Select save and continue

## 5. Basis of Admission

- select that you will be a high school graduate and that you are currently in high school

## 6. Payment

- **Select Payment Summary**
- Make your payment choice
- Select **continue**
- Complete the required information and select **continue**
- **If you are not making your payment today, select My Home. You can complete all parts of the application and pay later by logging in and selecting My Payment**

Once you have paid the application fee, you can view and print the **Application Verification Summary**, which confirms your information. **Be sure to print a copy of the payment receipt for your records.**

**Record your OCAS Application number and your Account Number on the back of this page (OR 'right' click your mouse to print).** Your OCAS Application number will appear on the left hand side under "My Applications". Your OCAS Account Number is on the top left of the screen beside your name.