

Applicant Checklist - for High School Students

If you are taking one or more high school level courses through day school, night school, summer school, adult education, continuing education or correspondence, you will find this checklist helpful.

- Explore your college options
 - visit ontariocolleges.ca
 - attend a CIP event
 - take a campus tour
 - review college websites < ontariocolleges.ca/plan/ontario-colleges > and publications
 - research program admission requirements

Before you apply, know your full address and have a valid email account.

IMPORTANT!
ontariocolleges.ca and the colleges use your email address to send you information about your application. Make sure you check your email regularly and keep it up-to-date.

Pay attention to the messages and wording on each screen. Be sure you fill out all information that is relevant to you.

FIND

- Search for programs using the Find A Program feature at ontariocolleges.ca.

APPLY

Click on APPLY NOW

- Create an account by selecting a username and password (Note: Password is cAse SensiTive.)
- Write down your username: _____ (Keep your password in a safe place.)
- Write down your account number: _____
- Write down your application number: ____ - _____ - _____
- Complete the application including program choices
- Pay for your application fees online by VISA, Master Card or American Express or by mailing in your payment. You may also call the ontariocolleges.ca Customer Contact Centre to make your payment by phone.
- Check your email inbox for a message from ontariocolleges.ca with your account information. (If you did not receive an email, check your junk mail/ spam folder to make sure you receive all of your mail)

** OEN: Found top right corner of your credit counselling summary*

Transcripts

- Inform your guidance counsellor that you have applied to college
- Return to your account and verify that your grades, forwarded by your high school, are correct

CONFIRM

The colleges will let you know directly of their admission decision.

Click on CONFIRM

- Accept your offer of admission online by returning to your account at ontariocolleges.ca

HINT: *If after accepting an offer you do not receive an email, contact ontariocolleges.ca immediately.*

NEED HELP?

- Use the "Ask Us" feature on our website
- Refer to the International APplicant Guide < www.ontariocolleges.ca/documents/intl_app_guide_eng.pdf >

ONLINE HELP: *At any time, click on the "Help" feature located along the top of the application.*

**if applicable*