


College On-Line Application Process – 2024

IMPORTANT DATES:

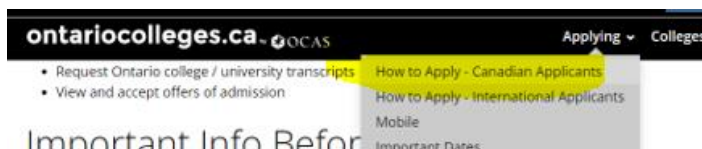
- October: Applications become available for programs starting the following fall.
- November 1: Colleges may begin sending offers of admission.
- February 1: [Equal Consideration Date](#) – apply to [highly competitive programs](#) before this date.
- May 1: Deadline for student to confirm offer (colleges may extend offers after this date).
- Early June: Tuition deposit payment due.

The fee is \$150 for **5 choices** – **no more than 3 choices** at any one college

www.ontariocolleges.ca

*For more instruction on how to apply, click on the APPLYING tab to watch 4 min video. 

*Ontario Colleges also has a **mobile APP**



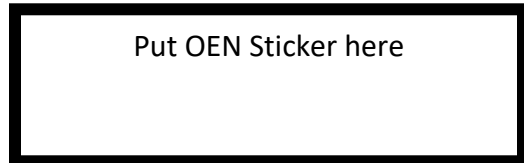
*At any point if you require assistance scroll down to CHAT NOW (at the bottom of the website page)

STEP 1: Create Account

- * Log onto www.ontariocolleges.ca. Click the APPLY NOW tab in the center 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*
- * Fill in the required information for new applicant
- * **DO NOT USE SCHOOL email, use your personal email address**
- * 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: _____
- * Select 3 unique security questions and provide the answers
- * A link will be sent to your email address - You can open your email to activate your account OR click on LIVE CHAT and ask them to help activate your account.
- * Once account is activated, LOG IN on Canadian Student side and enter your date of birth
- * Confirm that you have “read and understand the privacy statement”
- * Click ‘I Agree’ to Communication Preferences.

STEP 2: Set up Your Profile

- * Complete the **Personal Information** and **Education** sections
- * Be sure to pick Holy Trinity – SIMCOE, ON
- * **You must include your OEN number** (found on report cards, as well as scheduled that was emailed to you at beginning of semester). If you can't find it, please ask your guidance counsellor **DO NOT put 0**
- * Student Number = 0
- * If you attended a different high school prior to Holy Trinity, be sure to add it as well.
- * If you are taking online courses from a different school board, be sure to let Michele Burnie know.



Now you are ready to apply!
Click on **START APPLYING**

STEP 3: Apply to College

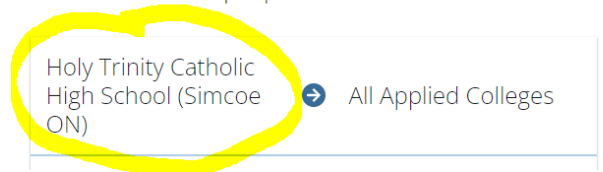
- * Choose the time when you want to start your program (**After July 31, 2025**)
- * Begin to “Choose Programs” and use the Search bar to explore available options
- * From the SEARCH results, choose up to 5 options (max of 3 at each institution)
- * Be sure to choose the appropriate **START** date and **CAMPUS** location
- * Use the arrows to place your selections in *order of preference*
- * When done choosing courses, click Save & Continue at the bottom of the page.

STEP 4: Order Transcripts

* Read the Requested Online Transcripts section. Be sure you see Holy Trinity listed. Click Save & Continue to order your high school to send your transcripts to the Application Centre.

Requested Online Transcripts

Transcript requests will be initiated when the required fee has been paid. Requests & information about transcript requests can be found [here](#).



STEP 5: Review Application

- * Look on top right-hand side, please make note your Application # _____
- * Ensure that all information is correct, including start dates and campus location
- * Click I confirm
- * Click Continue to payment

STEP 6: Payment

- * Click pay outstanding fees
- * Payment options include Visa/ Mastercard/ American Express and Visa Debit

After payment, you can use your **HOME Tab** (on left hand side) to see your offers and monitor messages and other news related to your application.

At any point if you require assistance scroll down to CHAT NOW

CHAT NOW

WHAT TO EXPECT AFTER YOU APPLY:

- Once you have paid, your transcripts will be automatically uploaded in November, February, April, and July.
- At the end of November log into your OCAS account and confirm that the correct courses are listed (that the classes you are currently enrolled in are listed, as well as the courses you are taking next semester). At this time also double check that grades from courses previously completed are listed and accurate.
- Be sure to visit the campuses of the schools you have applied to.
- Once you apply, you will start receiving **many** emails. I recommend you start a binder (hard copy) or folder (electronic copy) to keep everything organized. Most colleges will be asking you to set up a portal with the school as soon as you apply. This information will be emailed to you.