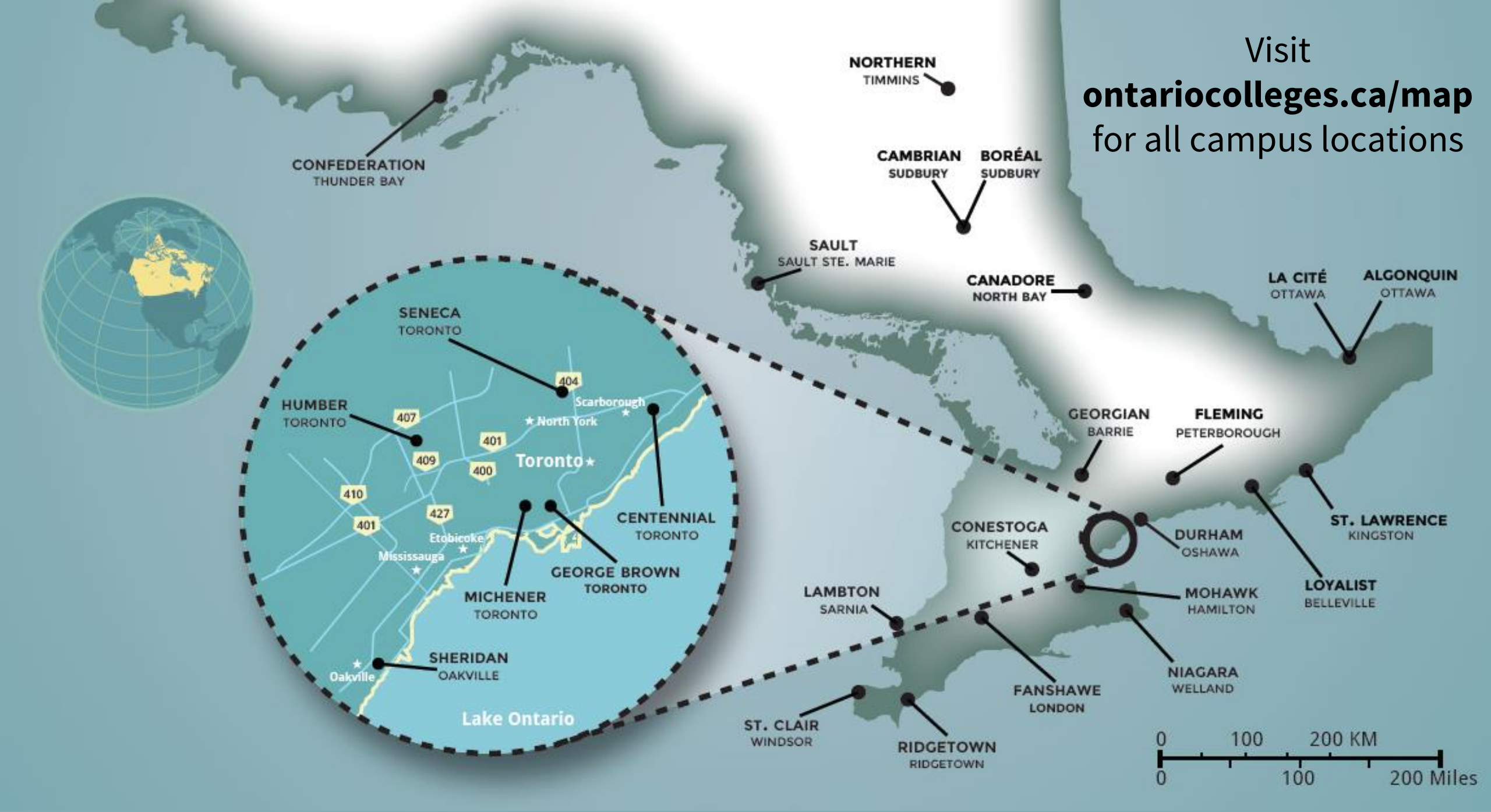
Ontario College Application User Guide

2020 / 2021

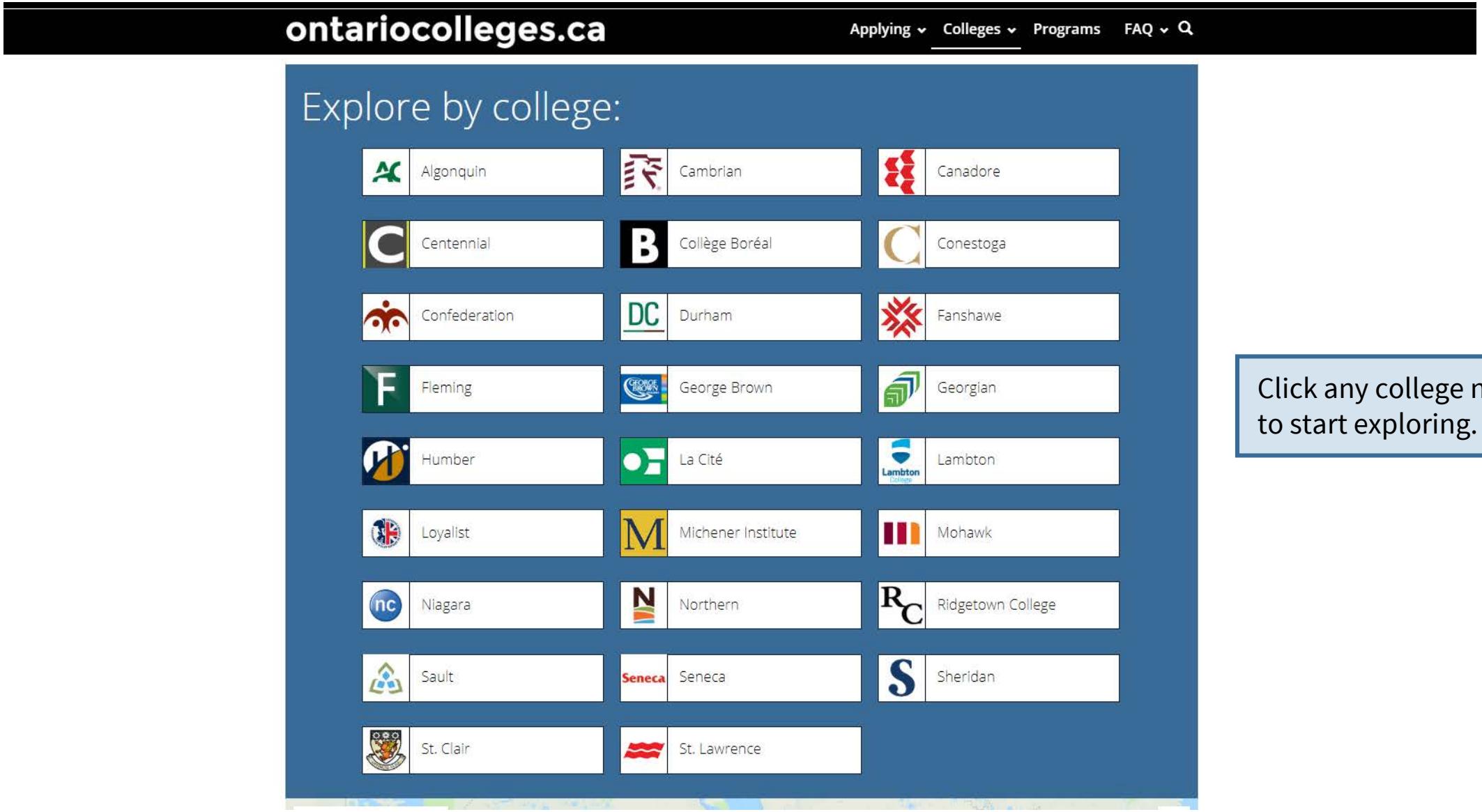
ontariocolleges.ca

Research Colleges and Programs


Visit
ontariocolleges.ca/map
for all campus locations
NORTHERN
TIMMINS
CONFEDERATION
THUNDER BAY
CAMBRIAN
SUDBURY
BORÉAL
SUDBURY
SAULT
SAULT STE. MARIE
CANADORE
NORTH BAY
LA CITÉ
OTTAWA
ALGONQUIN
OTTAWA
SENECA
TORONTO
HUMBER
TORONTO
404
407
401
409
400
410
427
Scarborough
North York
Toronto
Etobicoke
Mississauga
CENTENNIAL
TORONTO
GEORGE BROWN
TORONTO
MICHENER
TORONTO
SHERIDAN
OAKVILLE
Oakville
Lake Ontario
GEORGIAN
BARRIE
FLEMING
PETERBOROUGH
ST. LAWRENCE
KINGSTON
CONESTOGA
KITCHENER
DURHAM
OSHAWA
LOYALIST
BELLEVILLE
LAMBTON
SARNIA
MOHAWK
HAMILTON
NIAGARA
WELLAND
FANSHAWE
LONDON
ST. CLAIR
WINDSOR
RIDGETOWN
RIDGETOWN
0
100
200 KM
0
100
200 Miles

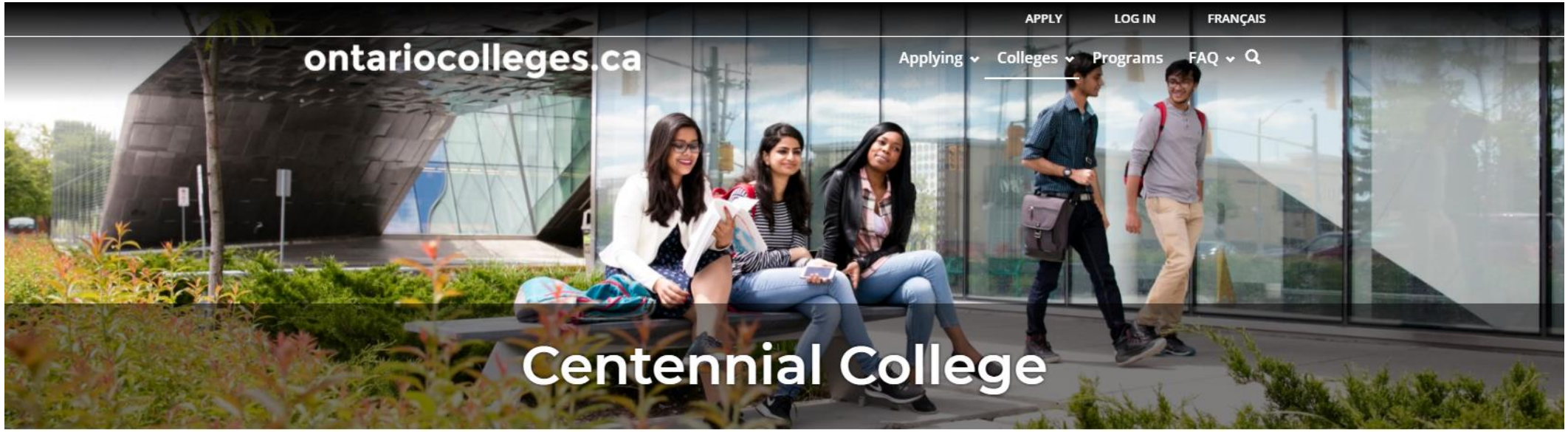
Explore Colleges

Go to **ontariocolleges.ca/colleges**



Click any college name to start exploring.

Explore Colleges



Home | Colleges | Centennial College

Message from Centennial | Life at Centennial | Gallery | Campus Locations | Programs

Centennial College: See Where Experience Takes You

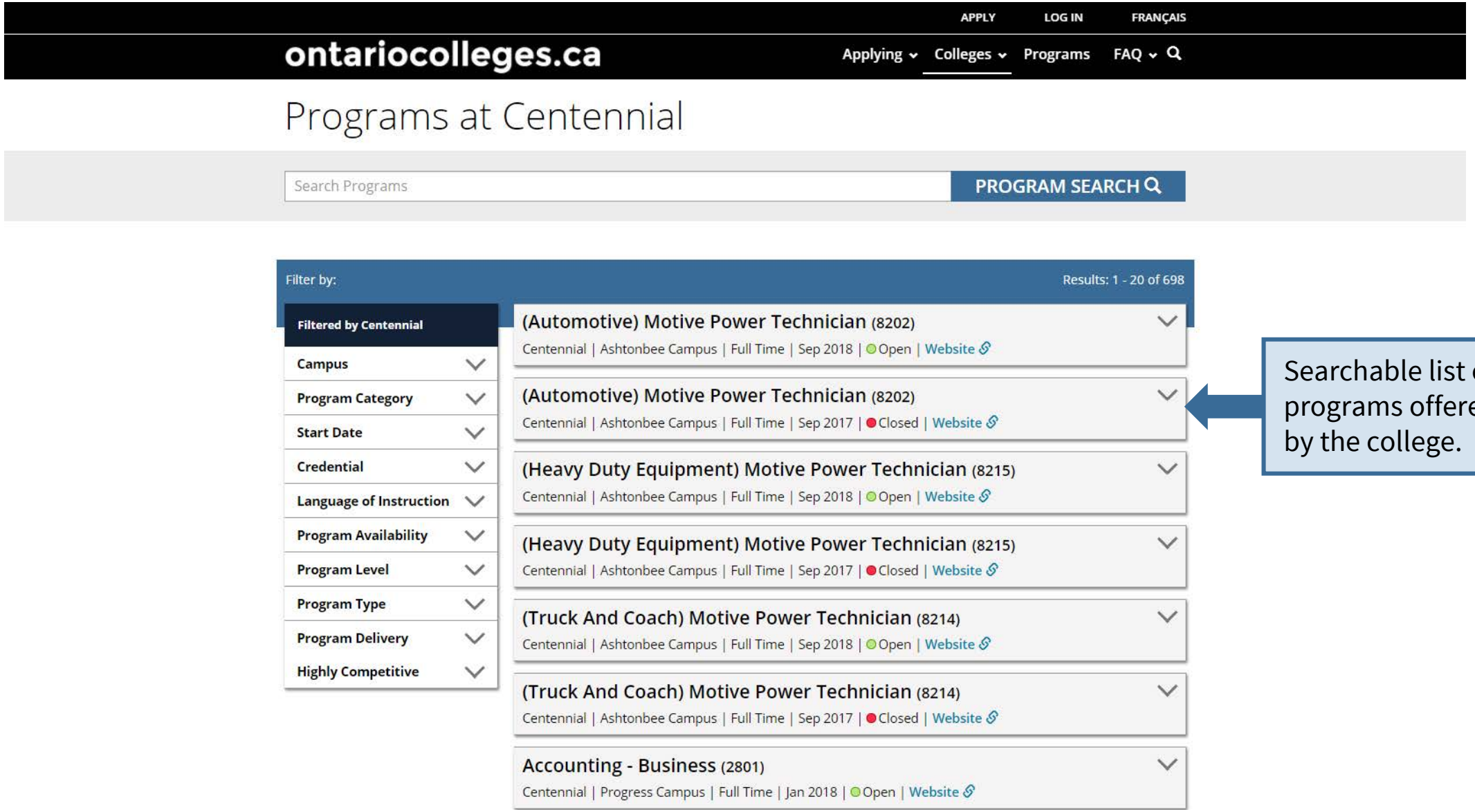
When Centennial College was founded as Ontario's first public college in 1966, it focused on preparing students for burgeoning new careers in business, communications and social services. Rapidly expanding public services such as recreation and child care needed new kinds of practitioners, and the college emphasized careers that were geared to the local economy. By contrast, today's Centennial College is an integral part of the global economy. With 7,000 international students enrolled at its Toronto campuses, Centennial has become a cosmopolitan learning destination that transcends borders and brings tangible benefits to all who learn here.

Learning should be visceral, imaginative, liberating and empowering. At Centennial, it is. Graduates are prepared to do meaningful work and lead meaningful lives. Students are given significant opportunities to engage, both locally and internationally. Volunteer experiences through our Global Citizenship and Equity Service Learning Experiences (GCELE) dispatch students to distant lands, including Peru, South Korea and Kenya, to perform service learning in rural and often remote communities. Our award-winning approach to teaching

Learn more about the college, its programs and student life.

Explore Colleges

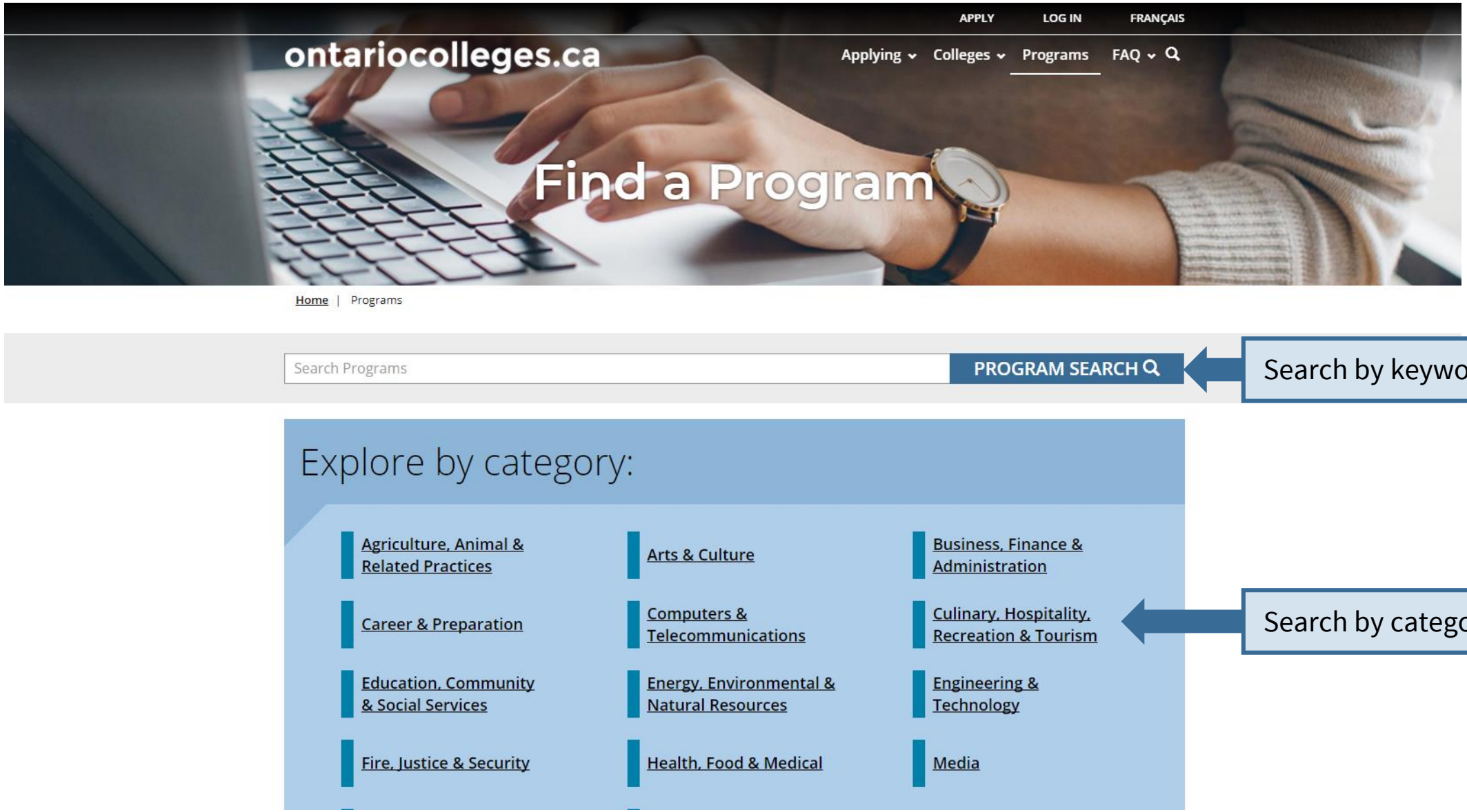
Programs



Searchable list of all programs offered by the college.

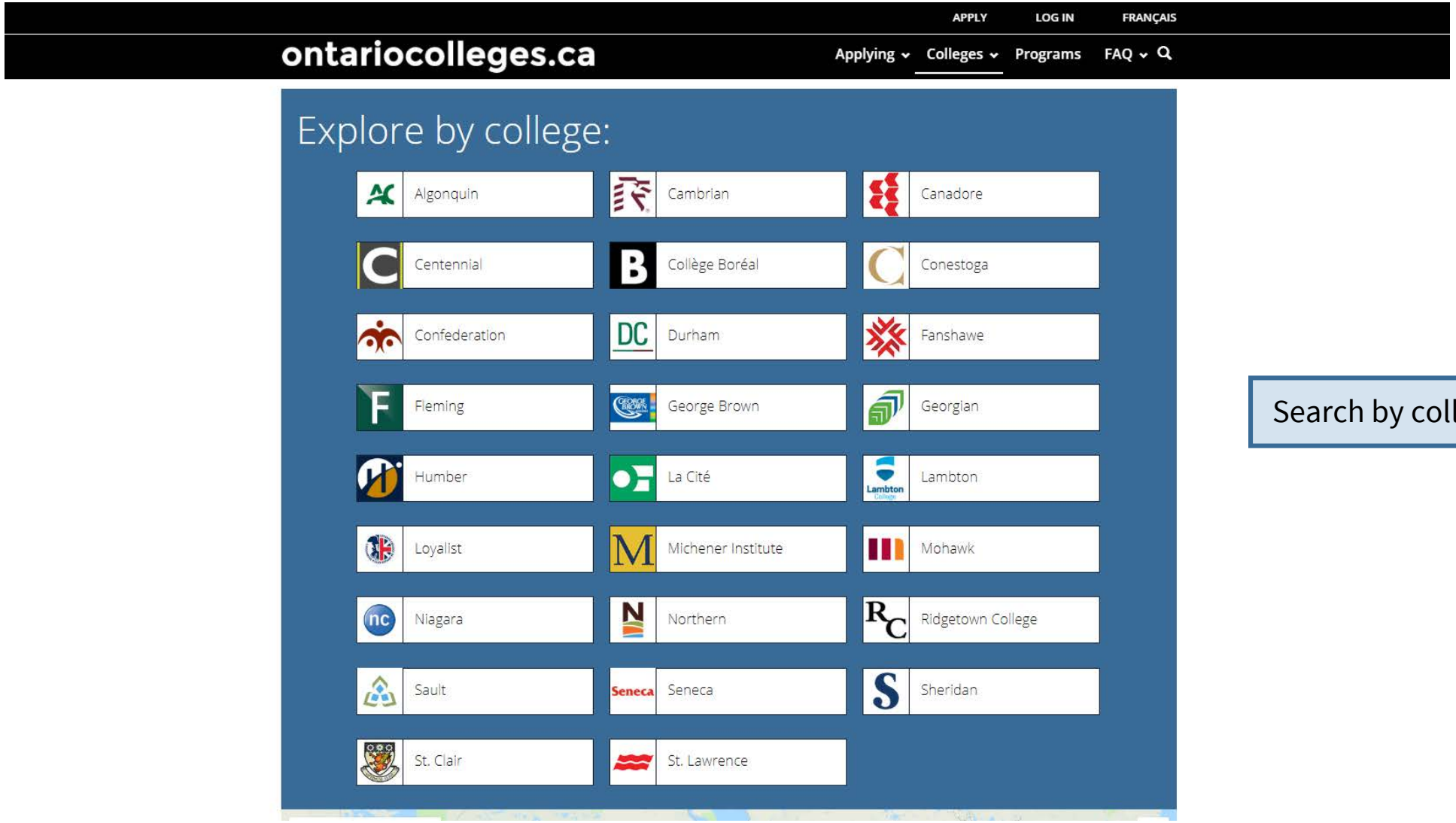
Search for Programs

Go to **ontariocolleges.ca/find**



Search for Programs

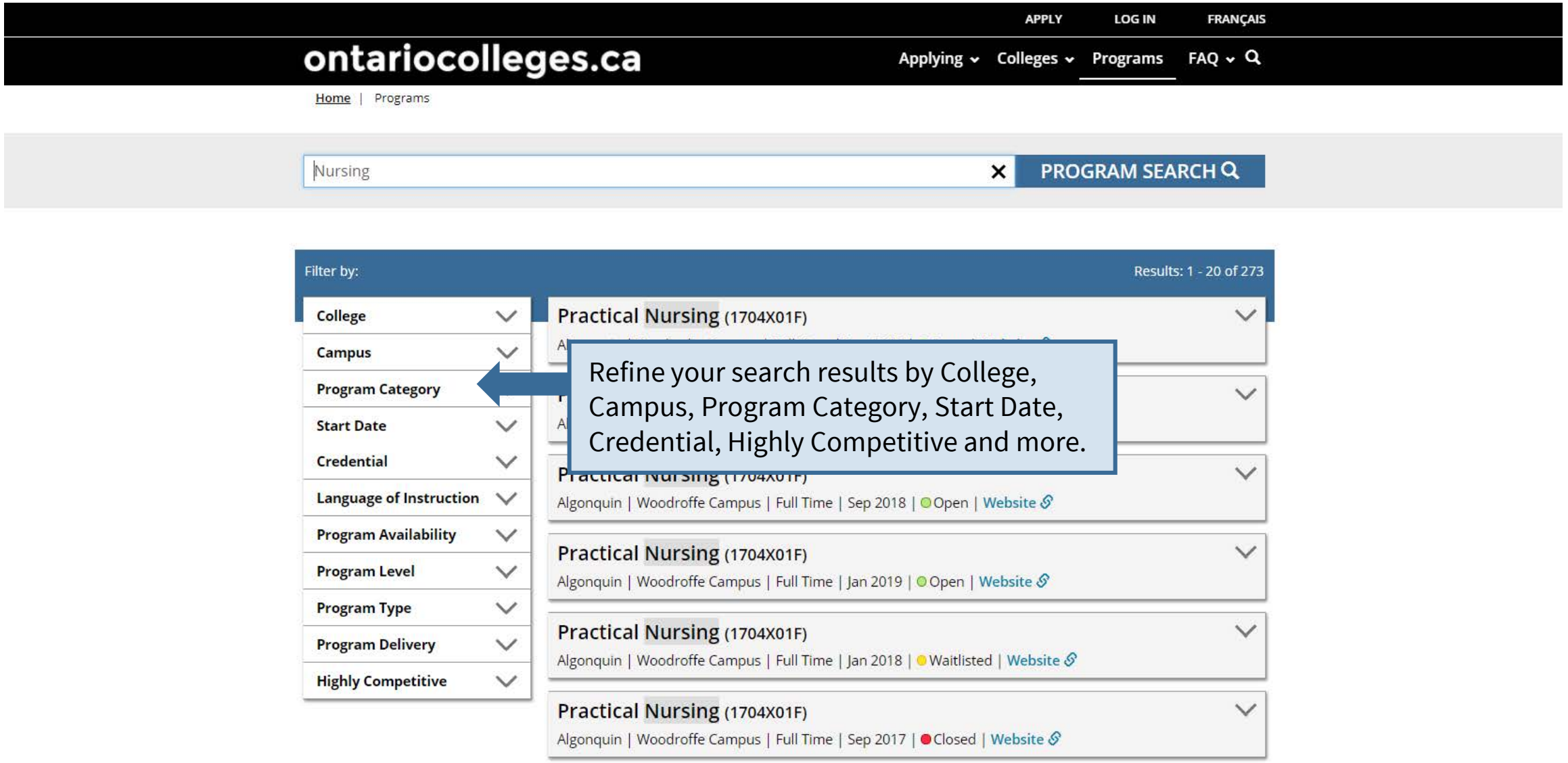
Go to **ontariocolleges.ca/find**



Search by college

Search for Programs

Refine Your Search



Attend College Events

College Information Program (CIP)

This is your chance to meet with college reps and get answers to all of your questions about college. The CIP tour starts September 23 and makes over 30 stops at high schools and colleges across Ontario. To see the full schedule, go to ontariocolleges.ca/news/cip.

Ontario College Information Fair (OCIF)

In the GTA? Check out the Ontario College Information Fair - the largest stop on the CIP tour. This year's OCIF event takes place on October 23 and 24 at the Enercare Centre, Exhibition Place. For more info, visit ocif.ca.

College Open Houses

The colleges host Open House events every fall and spring. To find out when they're happening, check out our Facebook page at facebook.com/ontariocolleges.ca.

Prepare To Apply

Important Dates

Early October 2019: Online Application Opens

- 2020 / 2021 application opens at ontariocolleges.ca.

February 1, 2020: Equal Consideration Date

- Applications **received and paid for on or before this date** are considered equally by the colleges. It is critical to apply to highly competitive programs by this date. Applications are still processed after this date, but are considered on a first-come, first-served basis by the colleges.

February 1, 2020: Earliest Offer Date

- February 1st is also the first day that colleges **may** begin sending offers of admission.

May 1, 2020: Confirmation Deadline

- Most offers of admission must be confirmed by this date. The colleges will determine the due date to confirm offers made after May 1. Check your offer package to find out the expiry date of your offer of admission.

Mid-June 2020: Tuition Deposit Due

- The colleges require payment of a tuition deposit in mid-June to secure your spot in your program. Each college sets its own tuition deposit amount and payment deadline. This information will be communicated to you by the college.

* Please note that the above dates apply to programs beginning in the fall of 2020. Contact the colleges for deadlines for other start dates.

Important Info About the Application

- The application processing fee is **$95** (non-refundable).
- There may be additional fees to order transcripts.
- An application allows you up to **5 program choices**, with **no more than 3** at any one college.
- All program choices must start within the same academic year (August – July).
- Your username is **permanent**. It will not change if you update your contact email address.
- Your password must be between **8 and 14 characters** in length.
- **DO NOT** create more than one account.
- Some information will be automatically added to your account based on the information you provided when creating your account.
- You cannot change your first name, last name, date of birth, OEN number or academic data. To make changes to your personal information, contact ontariocolleges.ca. If there are problems with your grades, talk to your guidance counsellor.
- The online application works best in the following browsers: Internet Explorer 9, 10 & 11, Firefox latest version, Chrome latest version, Safari 7+ & iOS 7+.
- The ontariocolleges.ca mobile app works best on Android and iOS smartphones.

Important Info About the Application

Email Address

Provide a valid email address

- ontariocolleges.ca uses email to communicate important information about your application, account activation, and username / password recovery.
- The colleges use email to communicate with you about your application and offers of admission.
- Update your email address in the Contact Information section of the online application if it changes.

Check your email regularly

- Check your junk / spam folder.
- Add **noreply@ontariocolleges.ca** to your safe senders list.

Privacy Statement

Review our complete Privacy Statement

- It explains how we use the information provided as part of your college application.
- A link to the Privacy Statement is located in the footer of the ontariocolleges.ca website and within the online application.

Your ontariocolleges.ca Account

Your ontariocolleges.ca account allows you to:

- Apply to any of Ontario's 26 public colleges.
- Review and update your college application.
- Request Ontario high school transcripts (from participating schools).

  Note: Grades for most current high school students are sent automatically by your high school.
- Request Ontario college / university transcripts.
- View and accept offers of admission.

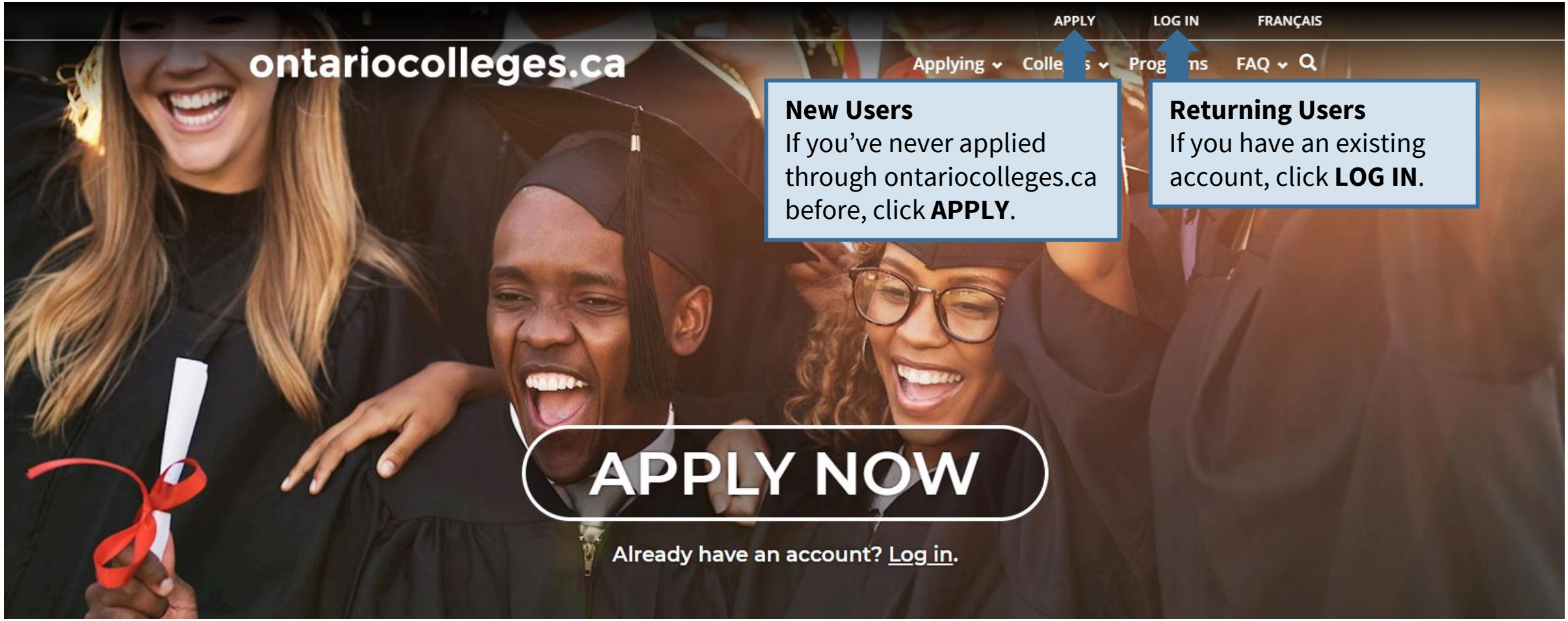
To complete your application, you'll need:

- Your complete home mailing address, including your postal code
- Your Ontario Education Number (OEN) and Student Number, found on your high school report card or transcript

Apply Online

Create an Account

Go to the **ontariocolleges.ca** website



Create an Account

Français

ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

NEW USER

Legal Name (as it appears on your health card or passport)

First / Given

Last / Family

Date of Birth

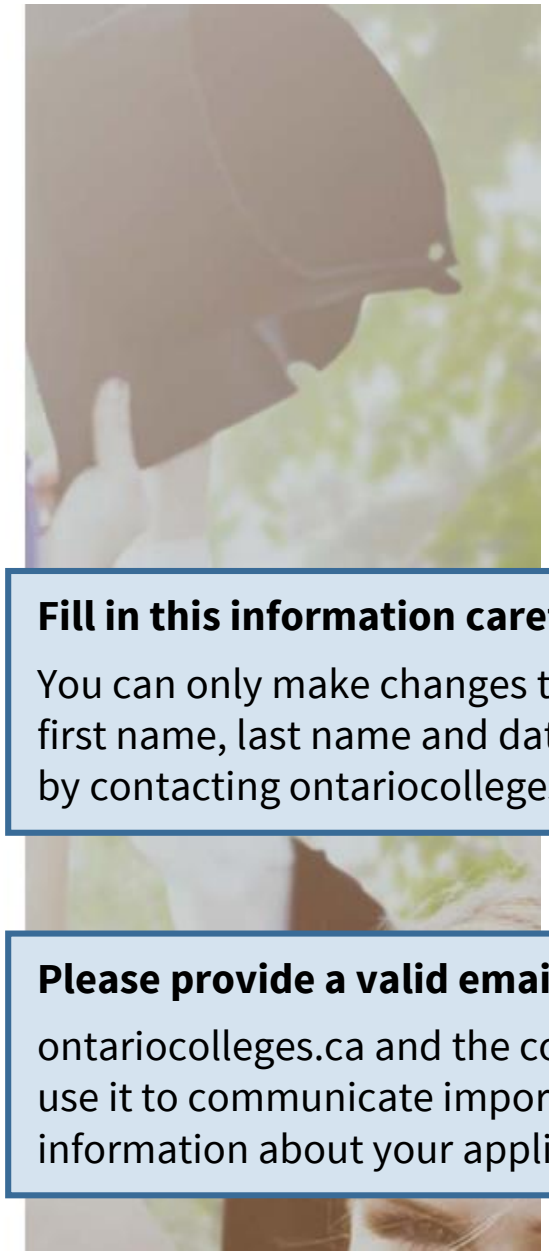
Month | Day | Year

Email Address (this will also be your username)

Email Address (this will also be your username)

Confirm Email Address

Password



Fill in this information carefully.

You can only make changes to your first name, last name and date of birth by contacting ontariocolleges.ca.

Please provide a valid email address.

ontariocolleges.ca and the colleges will use it to communicate important information about your application.

Create an Account

Password

Password

Enter Password

Confirm Password

Minimum password requirements

8 to 14 characters
1 letter
1 number

Password Requirements

If your password does not meet the minimum requirements, you won't be able to create an account.

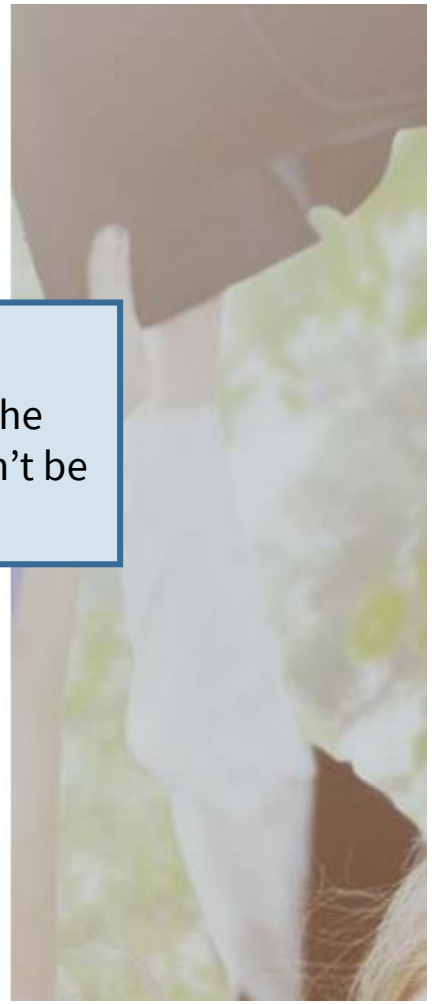
Password Recovery

1st Recovery Question and Answer

Please select a question

Answer

2nd Recovery Question and Answer



Create an Account

Password Recovery Questions

Password Recovery

1st Recovery Question and Answer

Please select a question

Answer

2nd Recovery Question and Answer

Please select a question

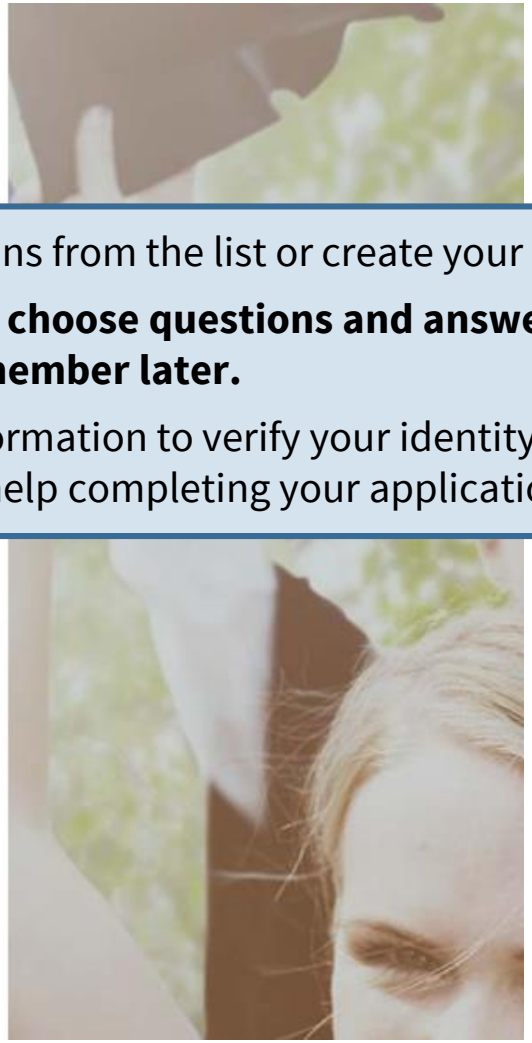
Answer

3rd Recovery Question and Answer

Please select a question

Answer

I have read and understand the Personal Information Privacy statement on the ontariocolleges.ca / OCAS website and hereby authorize OCAS Application Services Inc. (OCAS) to collect, use and disclose my academic and registration information in accordance with the purposes set out in such statement.

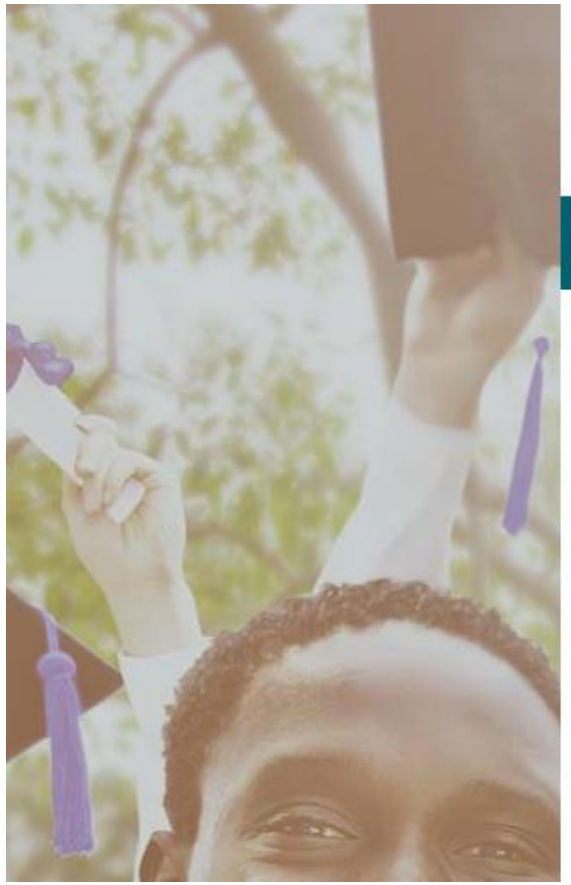


Choose questions from the list or create your own.

Make sure you choose questions and answers that you'll remember later.

We use this information to verify your identity if you contact us for help completing your application.

Activate Your Account



Français

ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

Account Created!

In order to access your application you must first activate your account. Your account information and an activation link have been sent to your email address (sarahstudent@mailinator.com).

An account activation email will be sent to the email address you entered when you created your account.

Click the link in the email to activate your account.

Successful Account Activation

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ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

CONGRATULATIONS!

Your account sarahstudent@mailinator.com has been activated successfully.

Log In

Once your account has been activated successfully, click the button to log in to your account.

Contact Us Privacy Terms of Use FAQ

Log into Your Account

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ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

Log in with your existing account

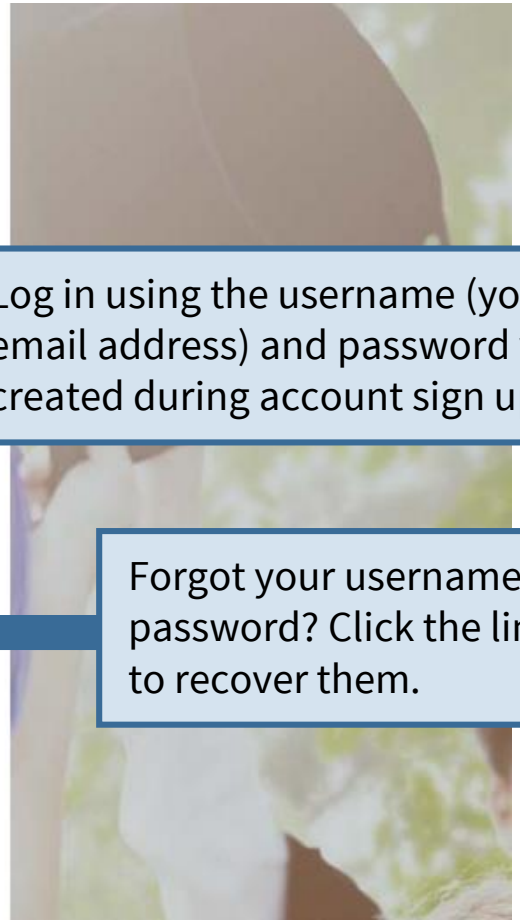
Email Address or Username

Email Address or Username

Password Forgot your password or username?

Password

Log In



Log in using the username (your email address) and password you created during account sign up.

Forgot your username or password? Click the link to recover them.

Recover Your Username or Password

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ontariocolleges.ca

APPLY TODAY. CHANGE TOMORROW.

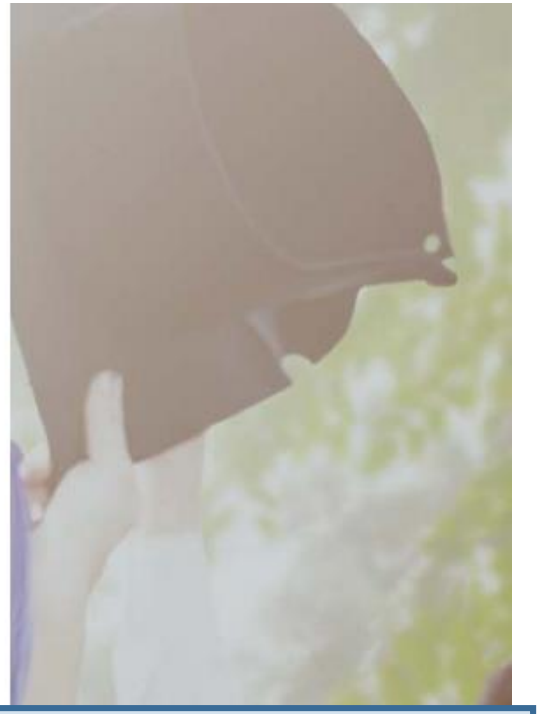
Forgot Password

Forgot Password or Username

Email Address

If you know your username and need to reset your password, enter your username; otherwise enter the email address you used at the time of registration.

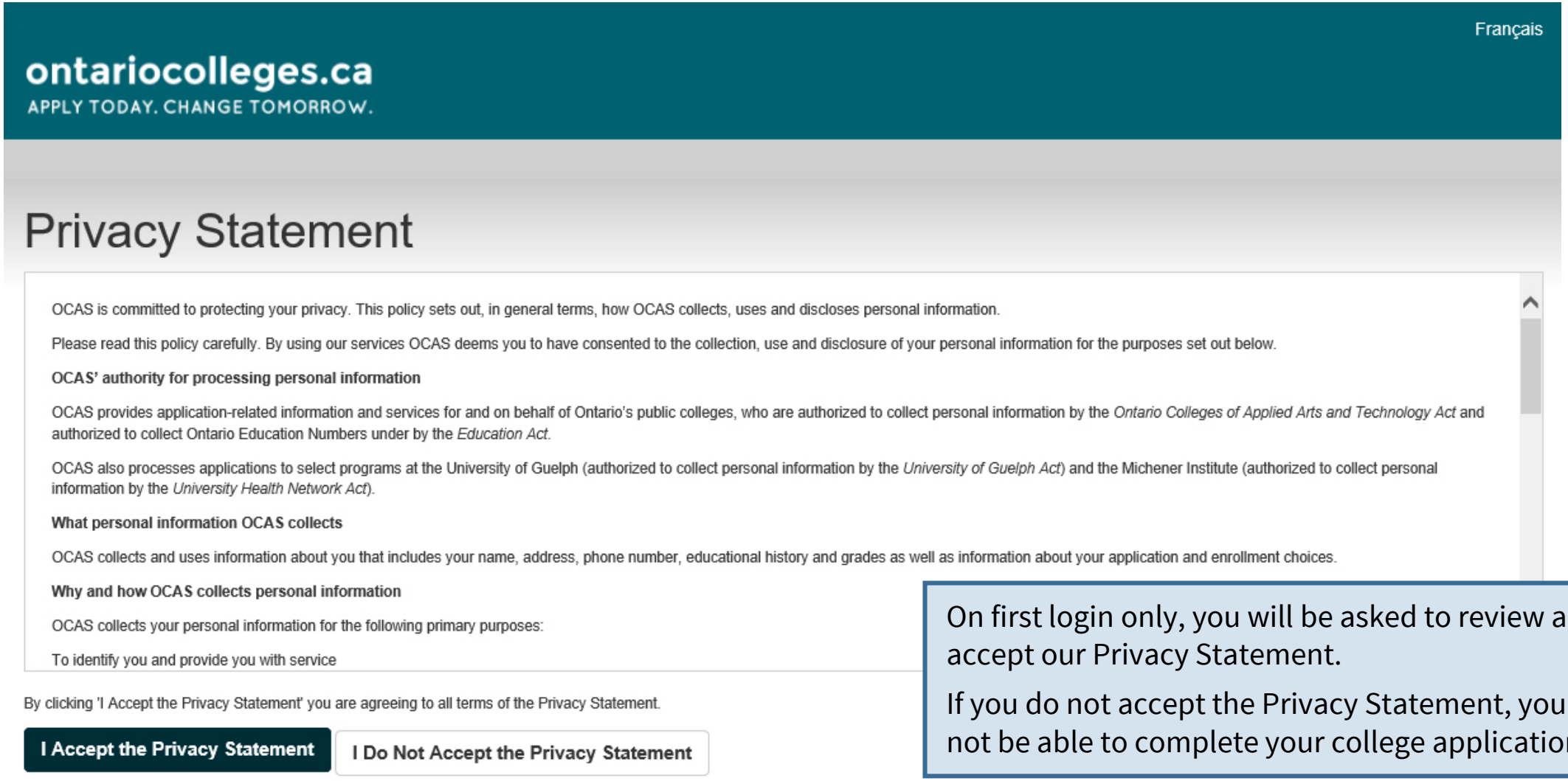
Reset Password



Enter **any** email address associated with your account and click **Reset Password**.

An email will be sent to your **contact email address** containing your username and a link to reset your password.

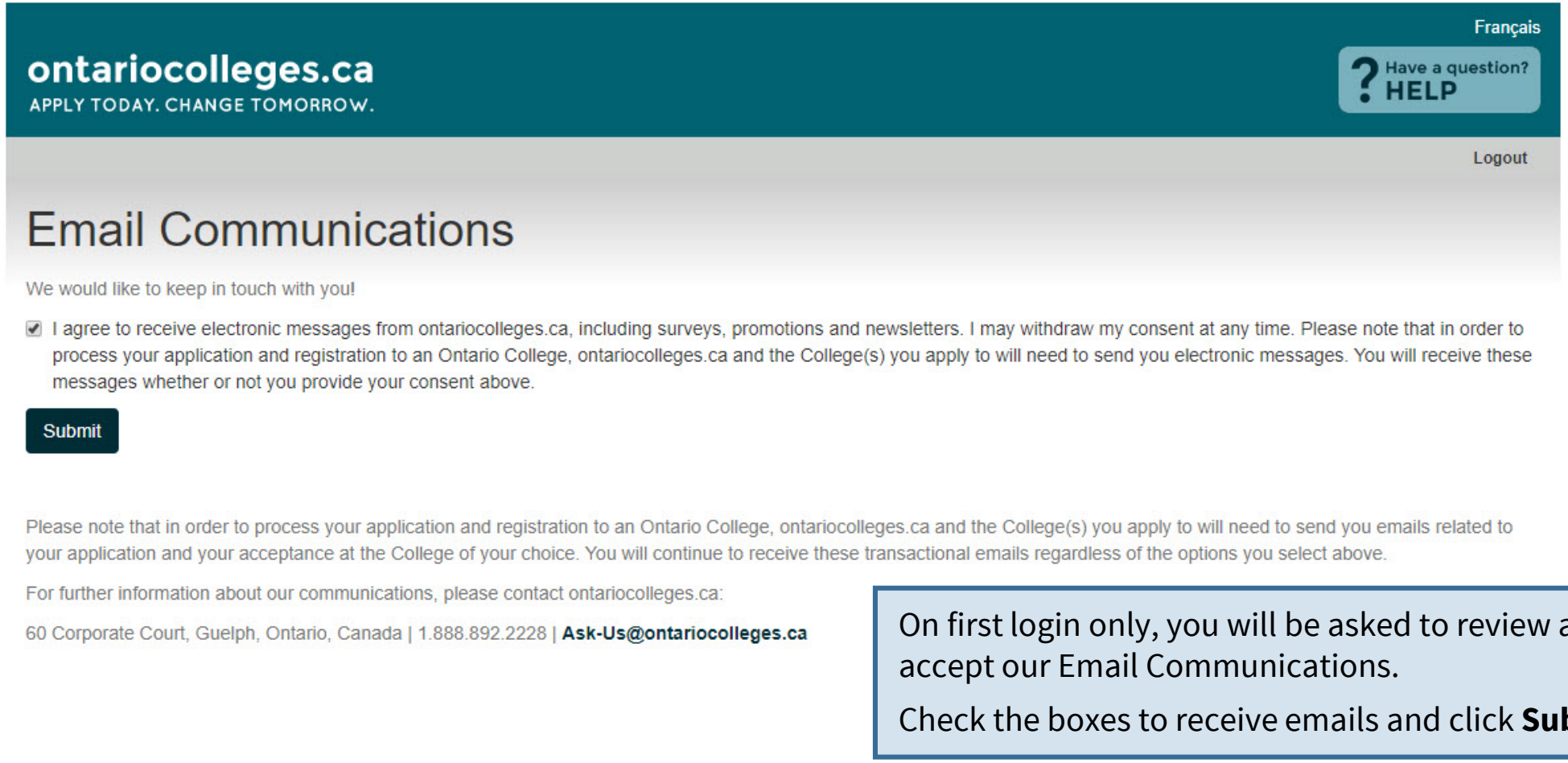
Privacy Statement



On first login only, you will be asked to review and accept our Privacy Statement.

If you do not accept the Privacy Statement, you will not be able to complete your college application.

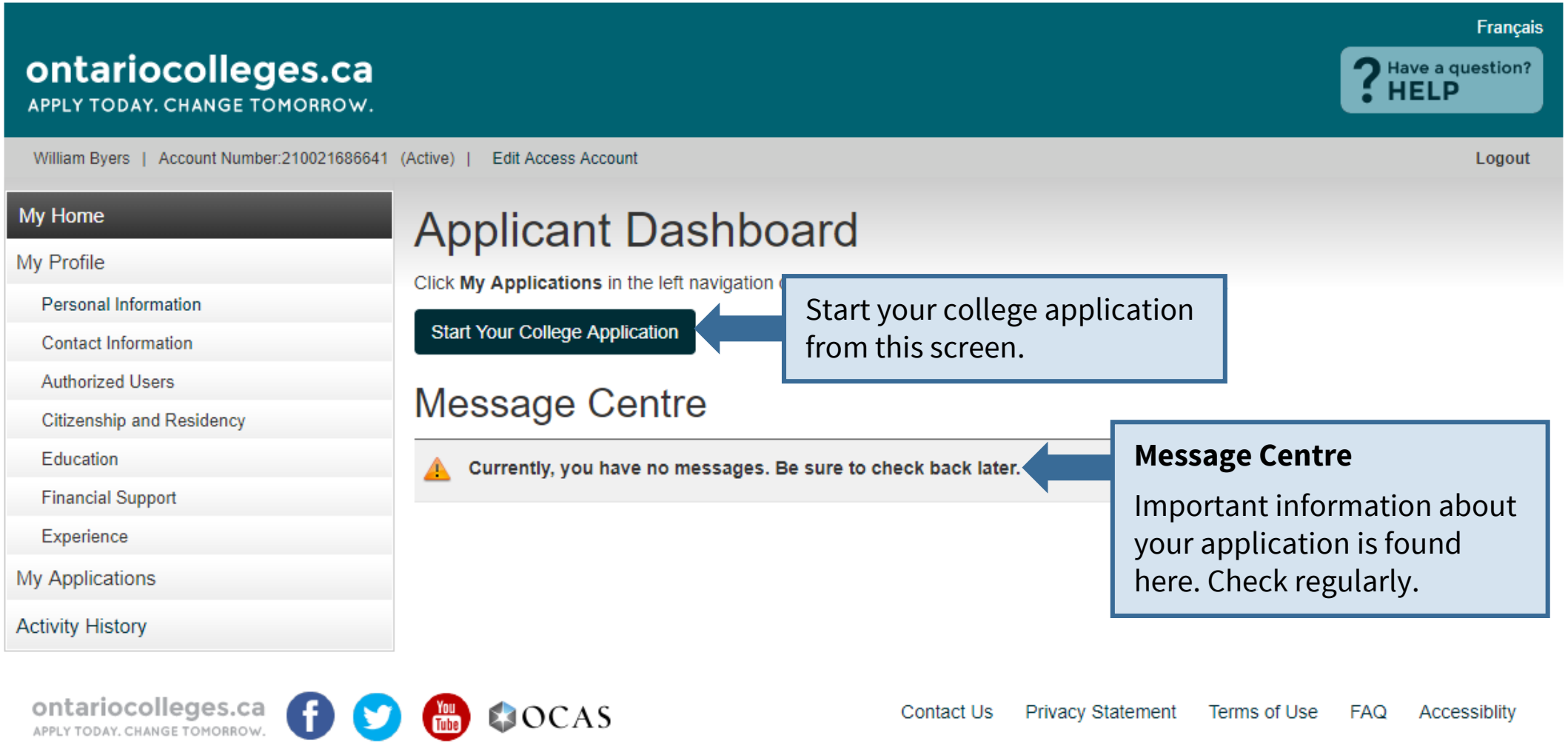
Email Communications



On first login only, you will be asked to review and accept our Email Communications.

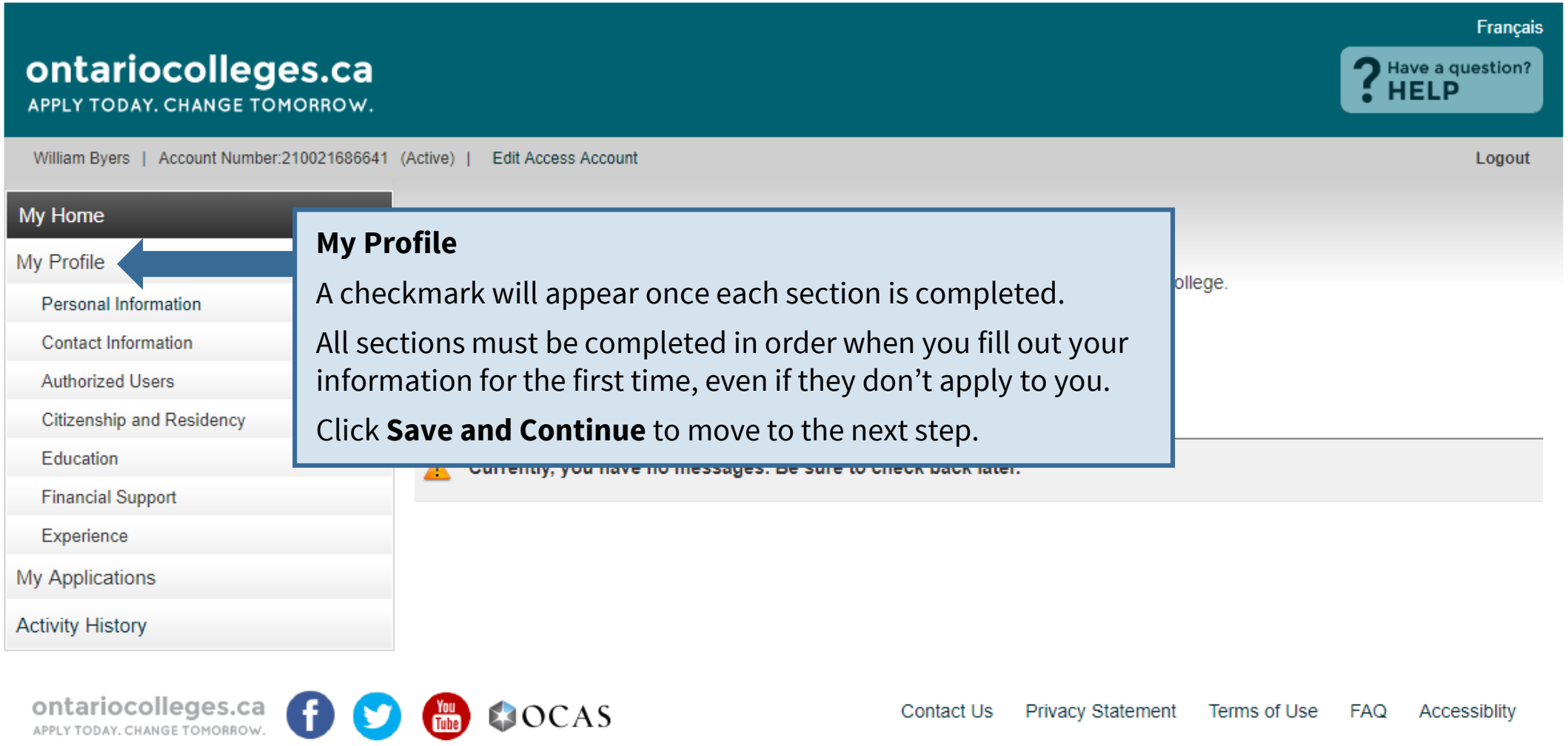
Check the boxes to receive emails and click **Submit**.

Applicant Dashboard



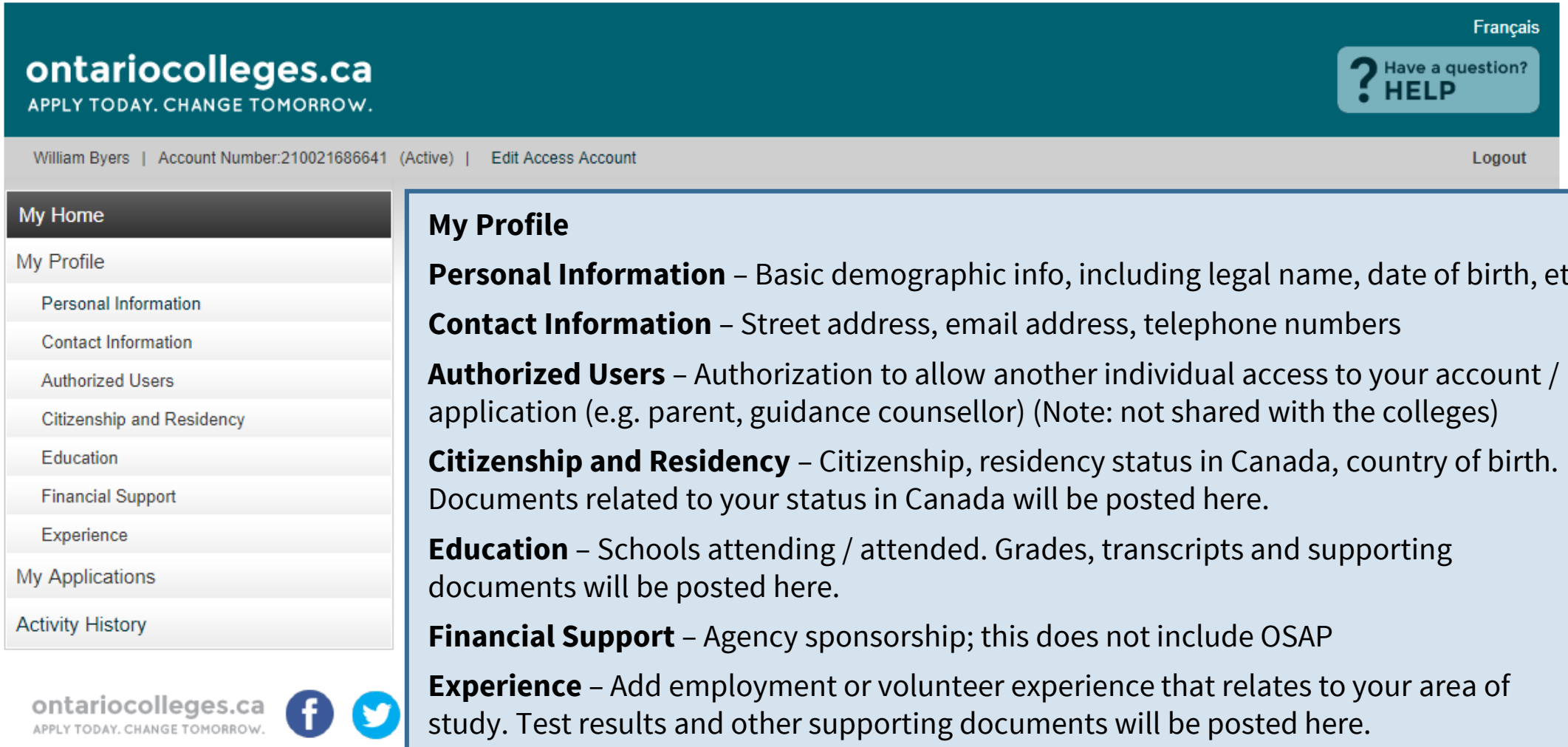
Applicant Dashboard

My Profile



Applicant Dashboard

My Profile



My Profile

Personal Information – Basic demographic info, including legal name, date of birth, etc.

Contact Information – Street address, email address, telephone numbers

Authorized Users – Authorization to allow another individual access to your account / application (e.g. parent, guidance counsellor) (Note: not shared with the colleges)

Citizenship and Residency – Citizenship, residency status in Canada, country of birth. Documents related to your status in Canada will be posted here.

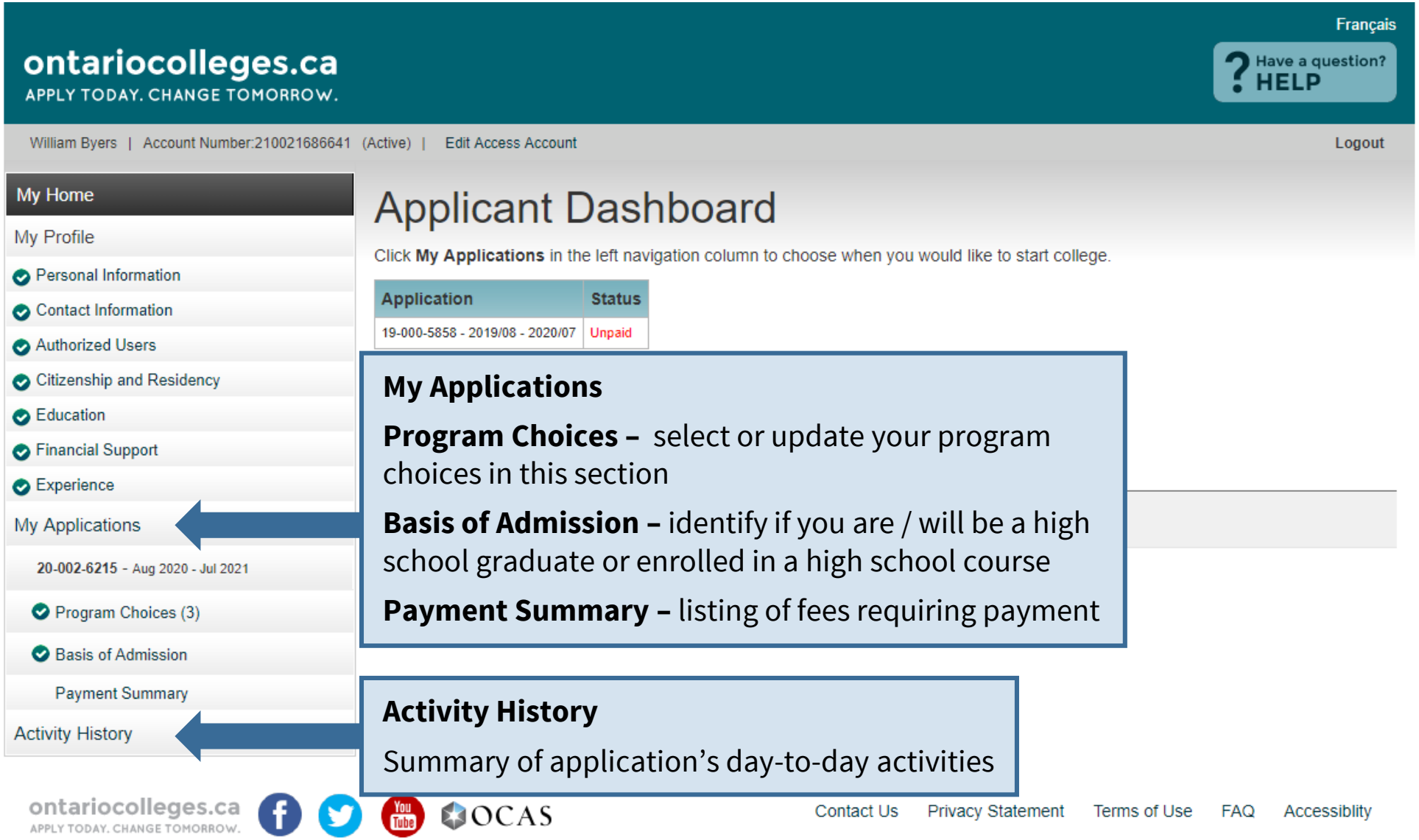
Education – Schools attending / attended. Grades, transcripts and supporting documents will be posted here.

Financial Support – Agency sponsorship; this does not include OSAP

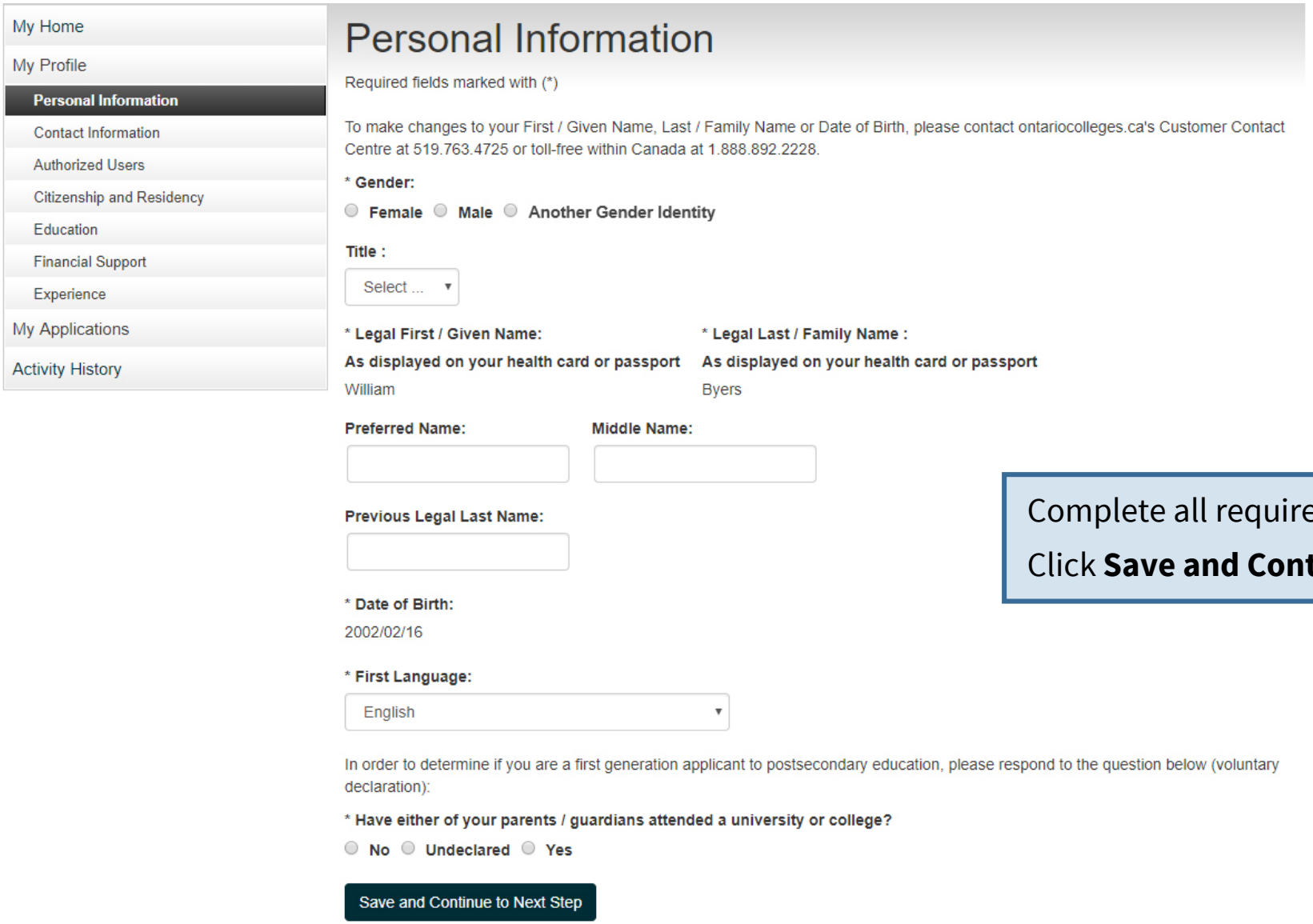
Experience – Add employment or volunteer experience that relates to your area of study. Test results and other supporting documents will be posted here.

Applicant Dashboard

My Applications



Personal Information

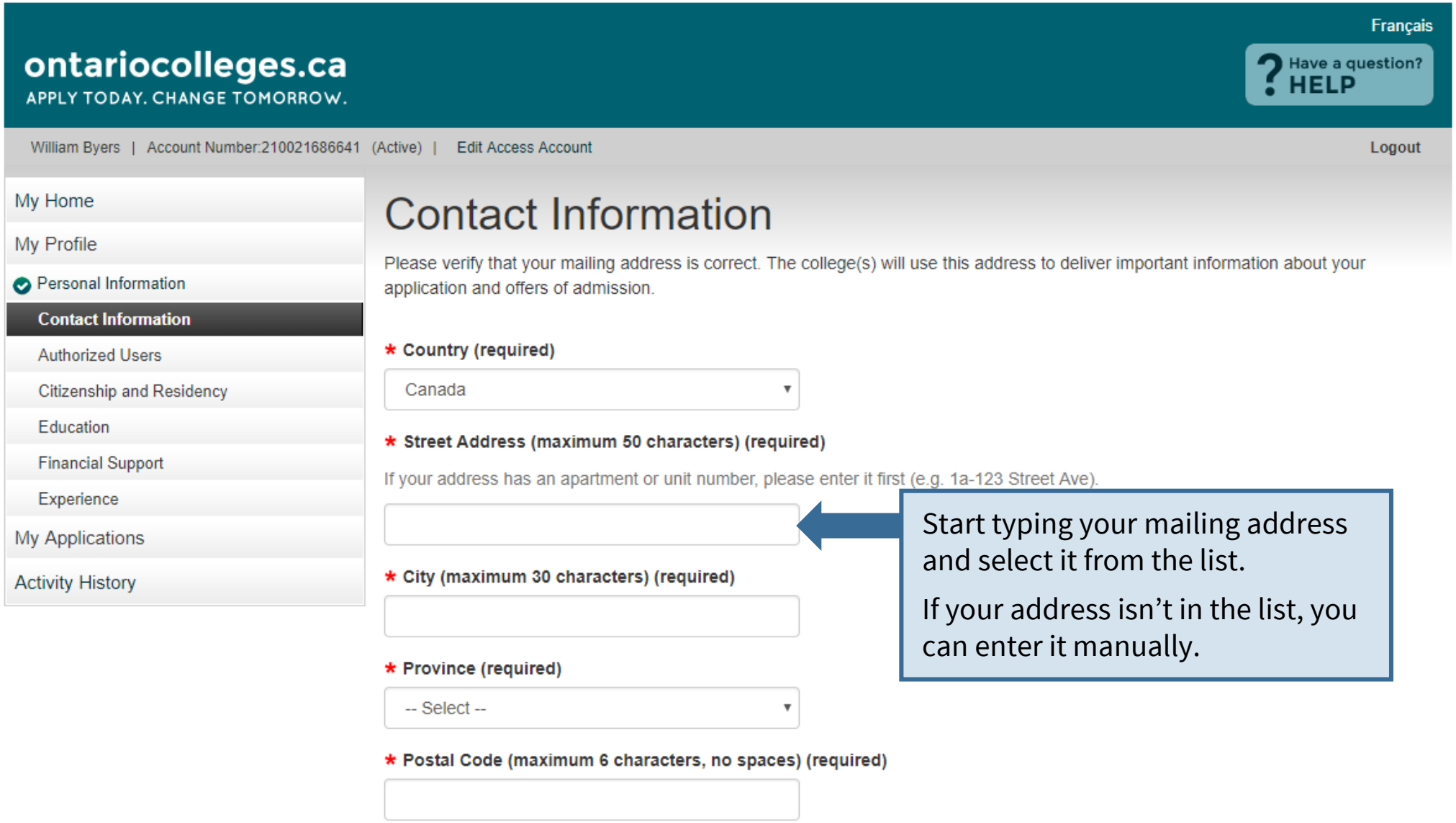


Complete all required fields (marked with *).

Click **Save and Continue to Next Step**.

Contact Information

Mailing Address



Contact Information

- **Contact Information**
- Authorized Users
- Citizenship and Residency
- Education
- Financial Support
- Experience
- My Applications
- Activity History

* **Country (required)**

Canada

* **Street Address (maximum 50 characters) (required)**

If your address has an apartment or unit number, please enter it first (e.g. 1a-123 Street Ave).

* **City (maximum 30 characters) (required)**

* **Province (required)**

-- Select --

* **Postal Code (maximum 6 characters, no spaces) (required)**

* **Phone Number (maximum 10 digits, no dashes, no spaces)**

(•) Cell / Mobile ( ) Home

Add Another

* **Email Address (maximum 50 characters) (required)**

* Please provide a valid email address. This address will be used by ontariocolleges.ca to deliver important information about your application, password recovery steps and special instructions that may be necessary to complete your application.

willbyers@mailinator.com

* **Preferred Language of Correspondence (required)**

English

* **Preferred Method of Correspondence (required)**

Email

Address Verification

Complete the remaining fields.

Contact Information

Address Verification

* **Preferred Language of Correspondence (required)**

English

* **Preferred Method of Correspondence (required)**

Email

Address Verification

We have successfully verified this address is correct with Canada Post.

If your mailing address is incorrect, scroll up and manually edit the address fields.

60 Corporate Crt
Guelph, Ontario N1G 5J3
Canada

* **Address Confirmation (required)**

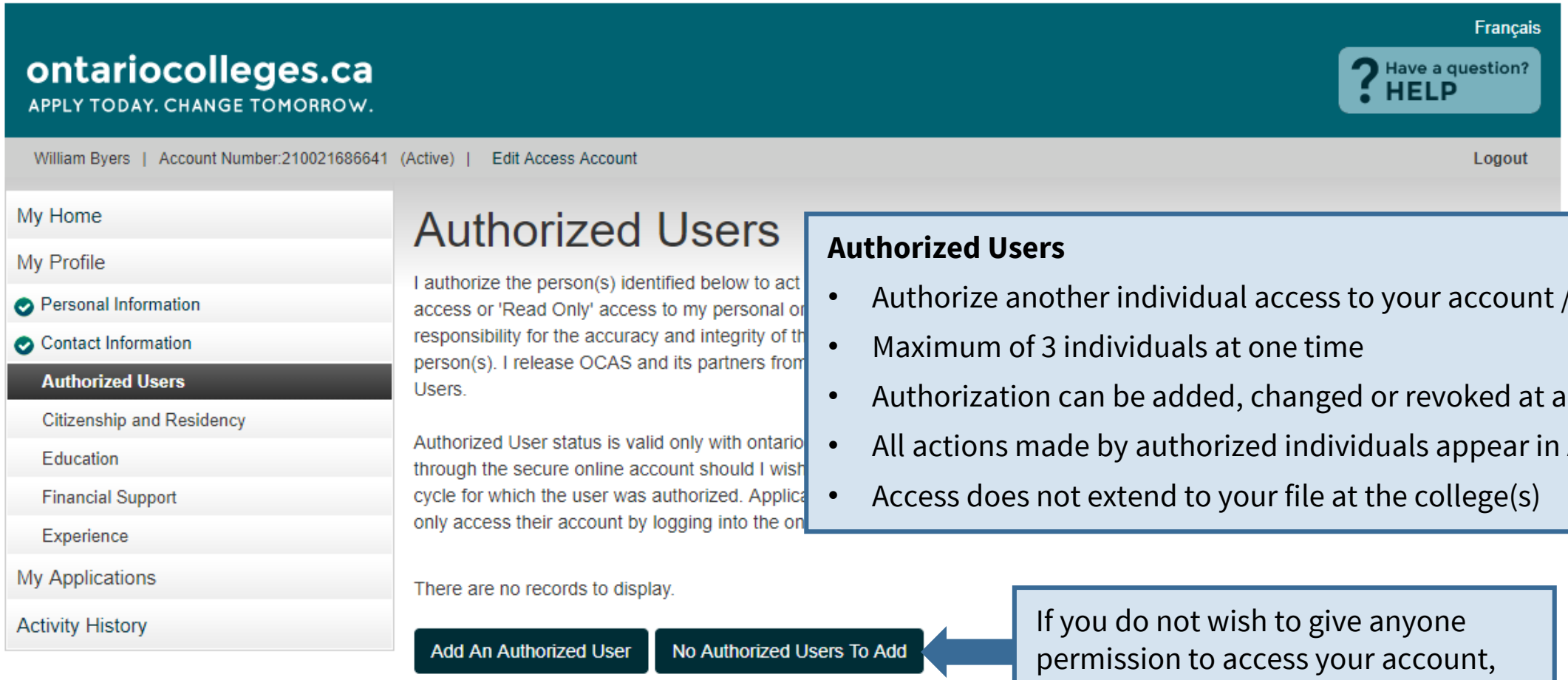
☑ Yes, I confirm that my mailing address is correct.

Save and Continue | Back | Cancel

Click the checkbox to confirm that your mailing address is correct.

Click **Save and Continue**.

Authorized Users



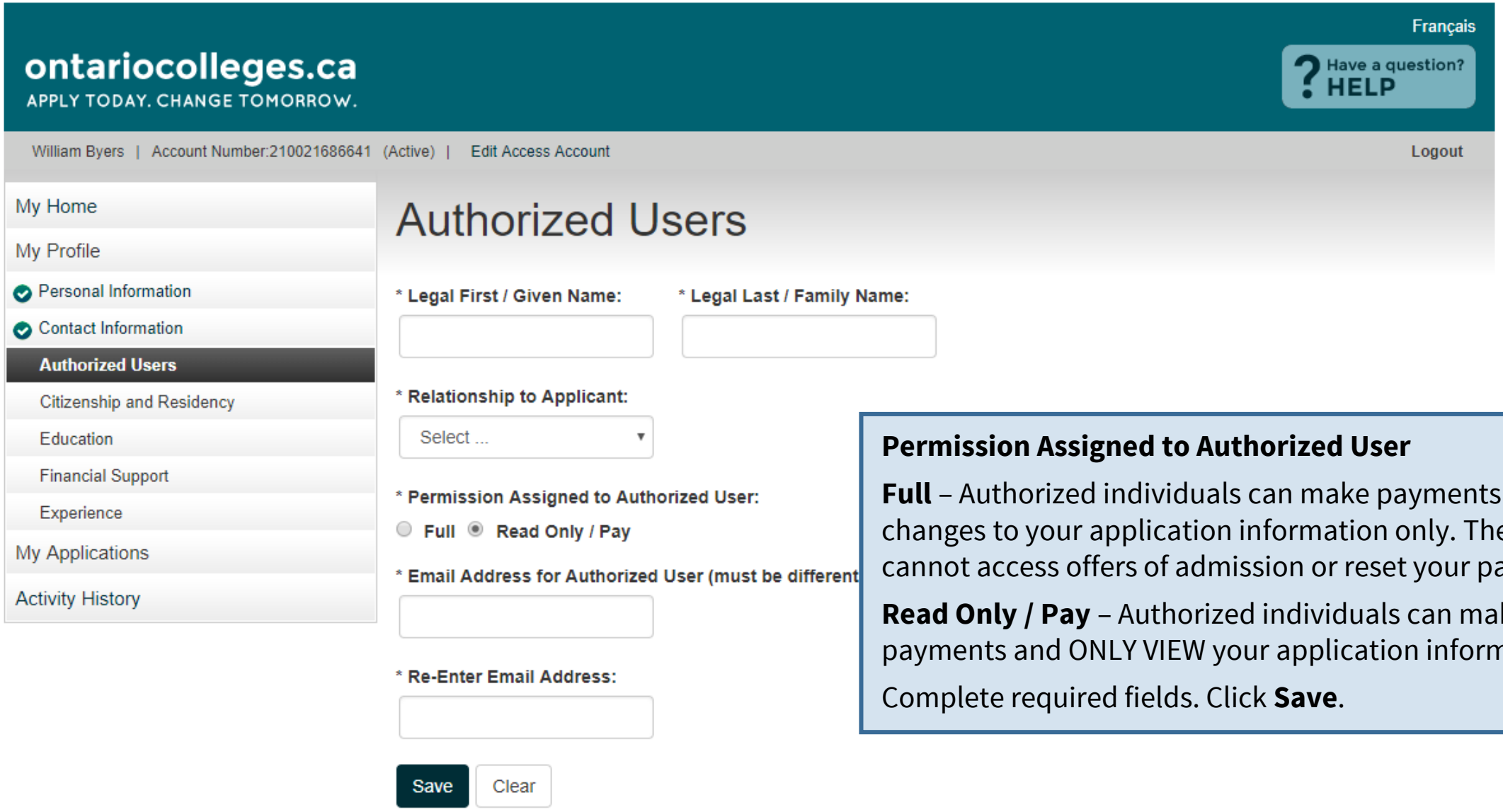
Authorized Users

- Authorize another individual access to your account / application
- Maximum of 3 individuals at one time
- Authorization can be added, changed or revoked at any time
- All actions made by authorized individuals appear in Activity History
- Access does not extend to your file at the college(s)

If you do not wish to give anyone permission to access your account, click **No Authorized Users to Add**.

Authorized Users

Add an Authorized User



Permission Assigned to Authorized User

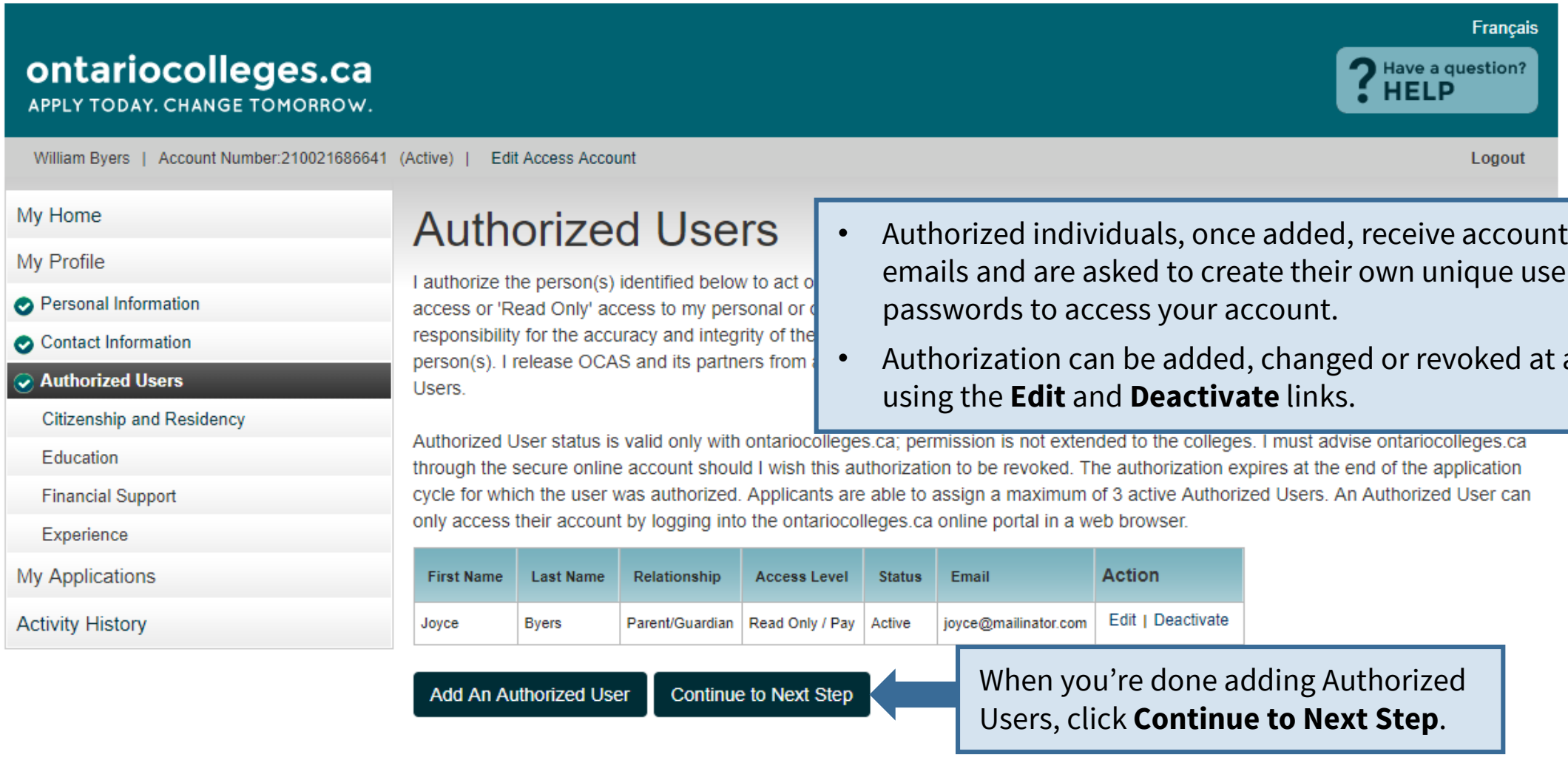
Full – Authorized individuals can make payments and changes to your application information only. They cannot access offers of admission or reset your password.

Read Only / Pay – Authorized individuals can make payments and ONLY VIEW your application information.

Complete required fields. Click **Save**.

Authorized Users

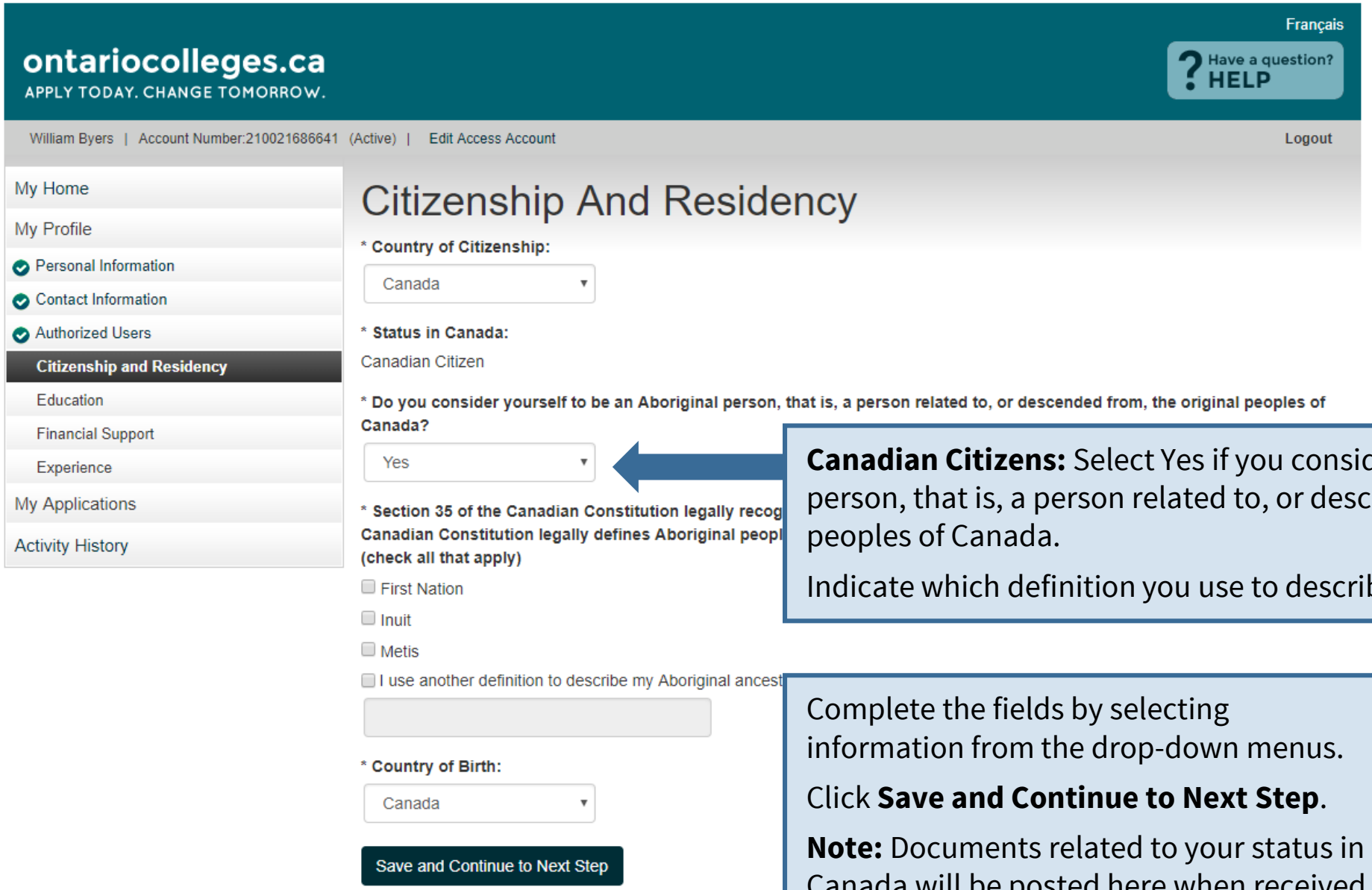
Summary



- Authorized individuals, once added, receive account activation emails and are asked to create their own unique usernames and passwords to access your account.
- Authorization can be added, changed or revoked at any time using the **Edit** and **Deactivate** links.

When you're done adding Authorized Users, click **Continue to Next Step**.

Citizenship and Residency



Canadian Citizens: Select Yes if you consider yourself to be an Aboriginal person, that is, a person related to, or descended from, the original peoples of Canada.

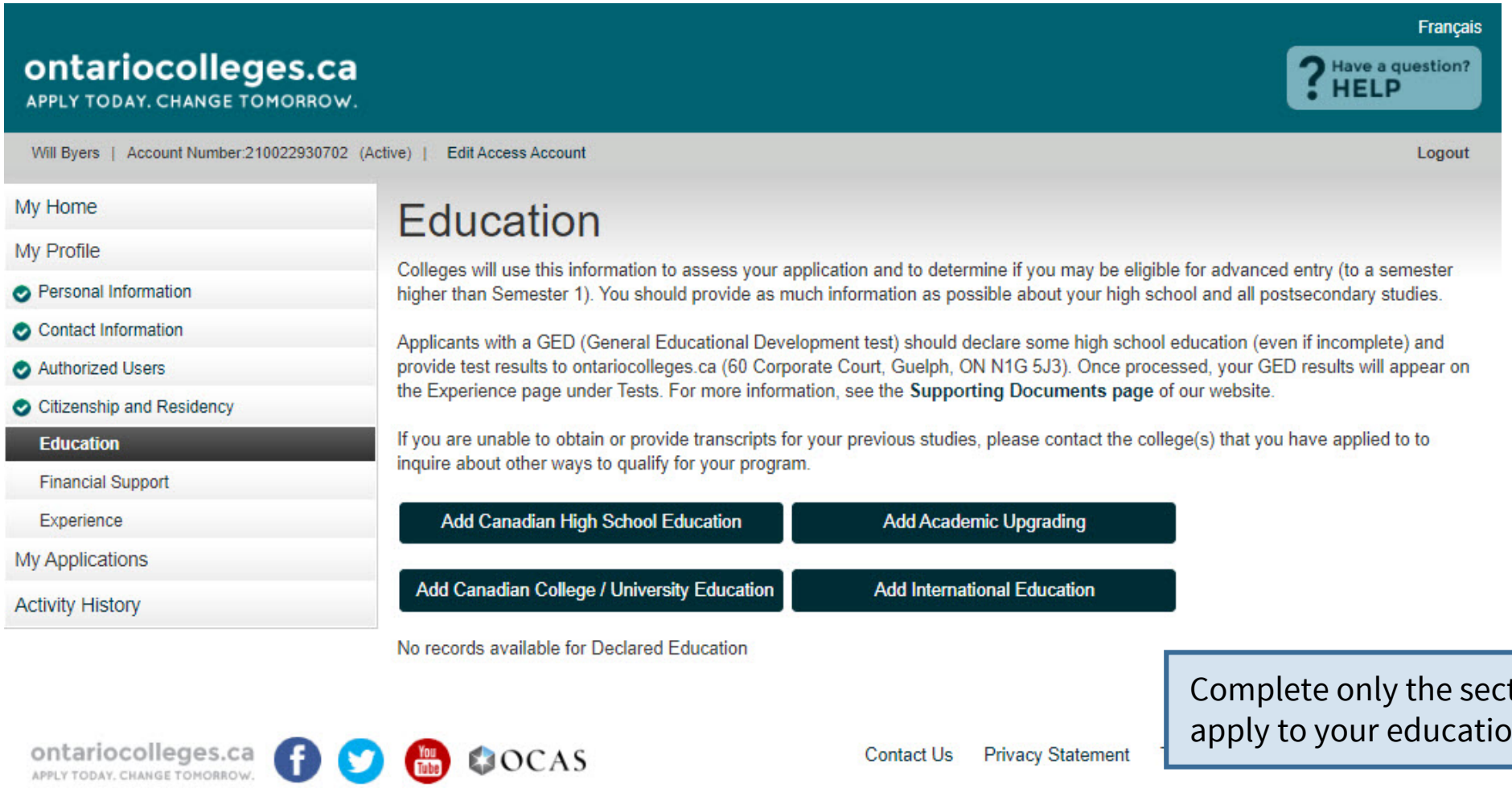
Indicate which definition you use to describe your Aboriginal Ancestry.

Complete the fields by selecting information from the drop-down menus.

Click **Save and Continue to Next Step**.

Note: Documents related to your status in Canada will be posted here when received.

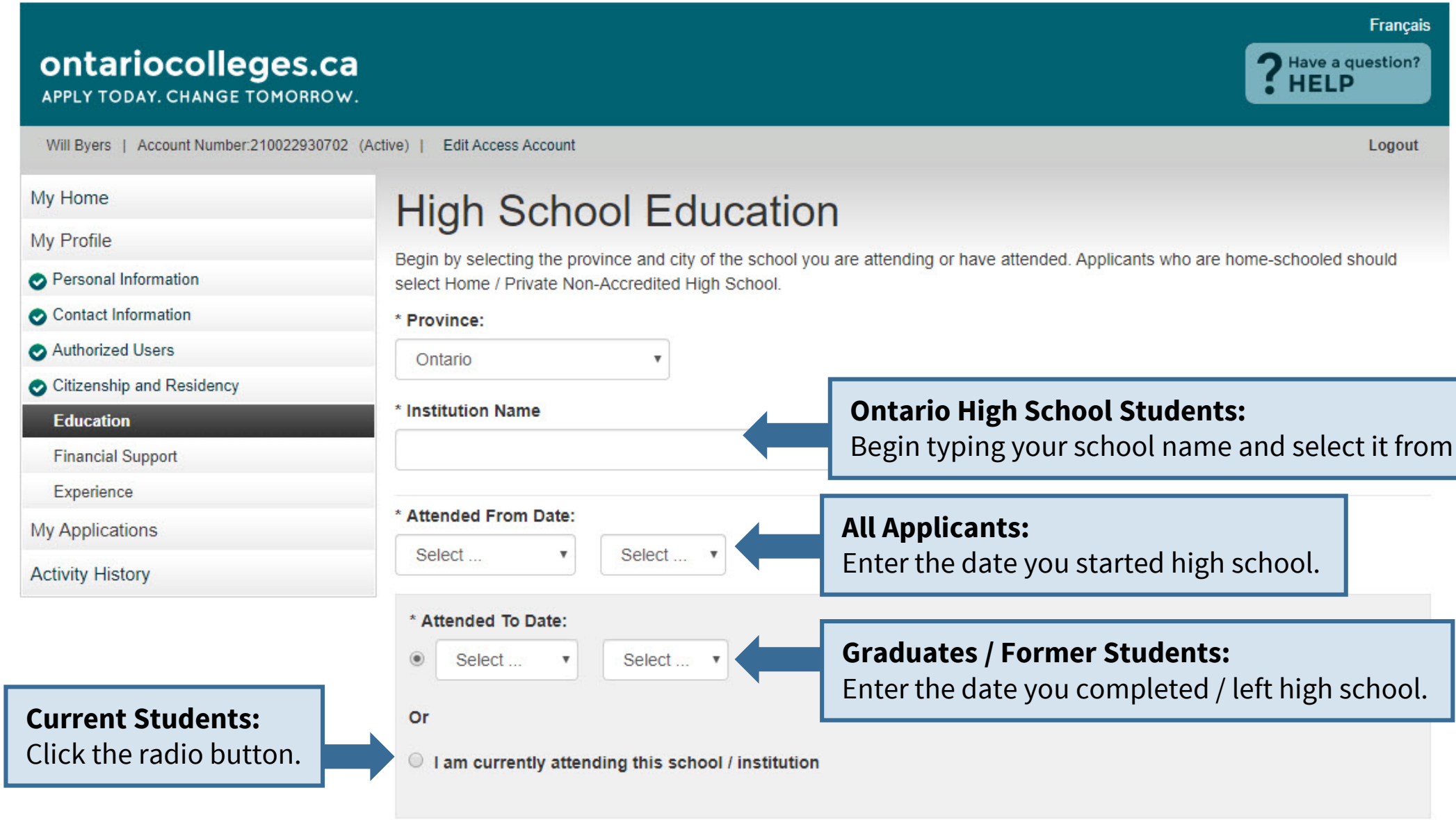
Education



Complete only the sections that apply to your education experience.

Education

Add High School Education



Ontario High School Students:
Begin typing your school name and select it from the list.

All Applicants:
Enter the date you started high school.

Graduates / Former Students:
Enter the date you completed / left high school.

Current Students:
Click the radio button.

Education

Add High School Education

* Last Grade Completed:

Select ...

* Did you graduate?

Yes No

* Ontario Education Number (OEN):

* We require your exact OEN to match your high school grades. If you do not know your OEN, contact your high school counsellor; otherwise, enter 000000000.

* Student Number: We require your exact Student Number. If you do not know your Student Number, enter 0.

* First Name on School Record: William

* Last Name on School Record: Byers

* First and Last Name that are on your high school record to match and retrieve your grades.

* Current Ontario high school students: Remember to tell your guidance counselor that you are applying to college. Your cu
transcript to ontariocolleges.ca. It is your responsibility to ensure we receive your high school transcript and that your grad
Check the Education screen in early December, early March, mid-May and mid-July to ensure your most current records are
incorrect, please contact your guidance counselor.

* Former Ontario high school students: If your former Ontario high school participates in our electronic transcript ordering system, you will be able to request a transcript later in the application.

* Former Ontario high school students and out-of-province high school students: If you do not have the option to create an electronic transcript request, you must contact the school to have an official transcript mailed to ontariocolleges.ca. If you are attending night school or summer school, or you are taking correspondence courses, you are responsible for submitting proof of registration and all subsequent transcripts for these courses to ontariocolleges.ca.

Save

Current Ontario High School Students Only:

Most high schools automatically forward your grades to ontariocolleges.ca. You will need to let your guidance counsellor know that you're applying to an Ontario college.

To allow us to match your grades to your application, your **OEN number** and **Student Number must be accurate**.

Graduates / Former Ontario High School Students Only:

Your **First / Last Name on School Record** must also be accurate.

Click **Save** when done.

Education

Summary

My Applications

Activity History

Self-Declared Education

Institution Type	School Name	Action
High School	Ocas High School	Edit Details

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

You cannot delete an education record once it has been added. However, you can make changes (e.g. dates attended), if needed.

Transcripts Received at ontariocolleges.ca

Record Title	Action
Ontario High School Transcript	* View Details

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

Ontario High School Grades

- Grades will be listed in the **Transcripts Received at ontariocolleges.ca** section.
- It's recommended that current students check their grades several times during the school year. (e.g. After mid-term and final marks for semester 1 and 2.)
- Any errors should be reported to your guidance counsellor.

Supporting Documents

Any information you provide to ontariocolleges.ca in support of you
you apply to will be able to securely view this information and may
providing notice.

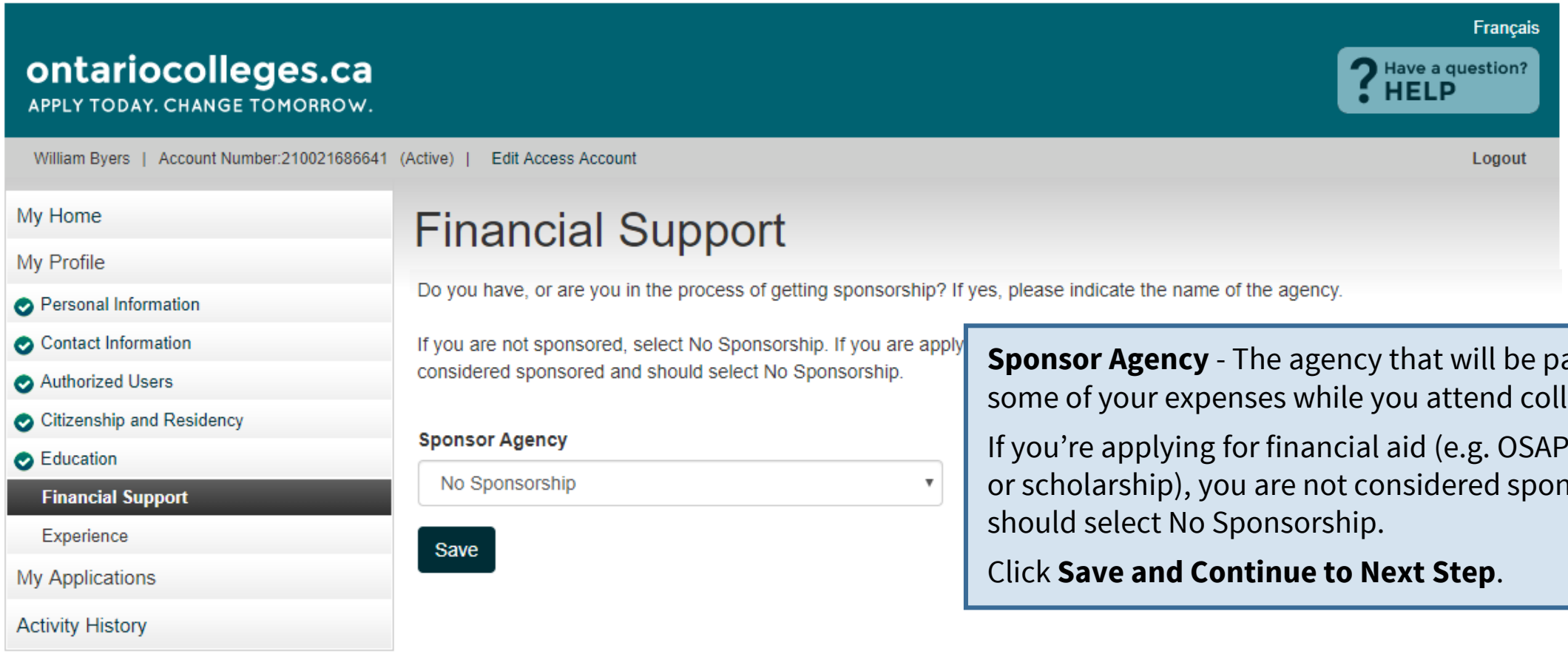
Document Type	Date Received	Action
Official Ontario Secondary School Transcript	2018/10/01	

Pages: |<First <Previous 1 Next> Last>|

Showing 20 Items per Page. Page 1 of 1, Item 1 - 1 of 1

You can view your transcripts, report cards, or any other documents in the Supporting Documents section once they've been processed.

Financial Support

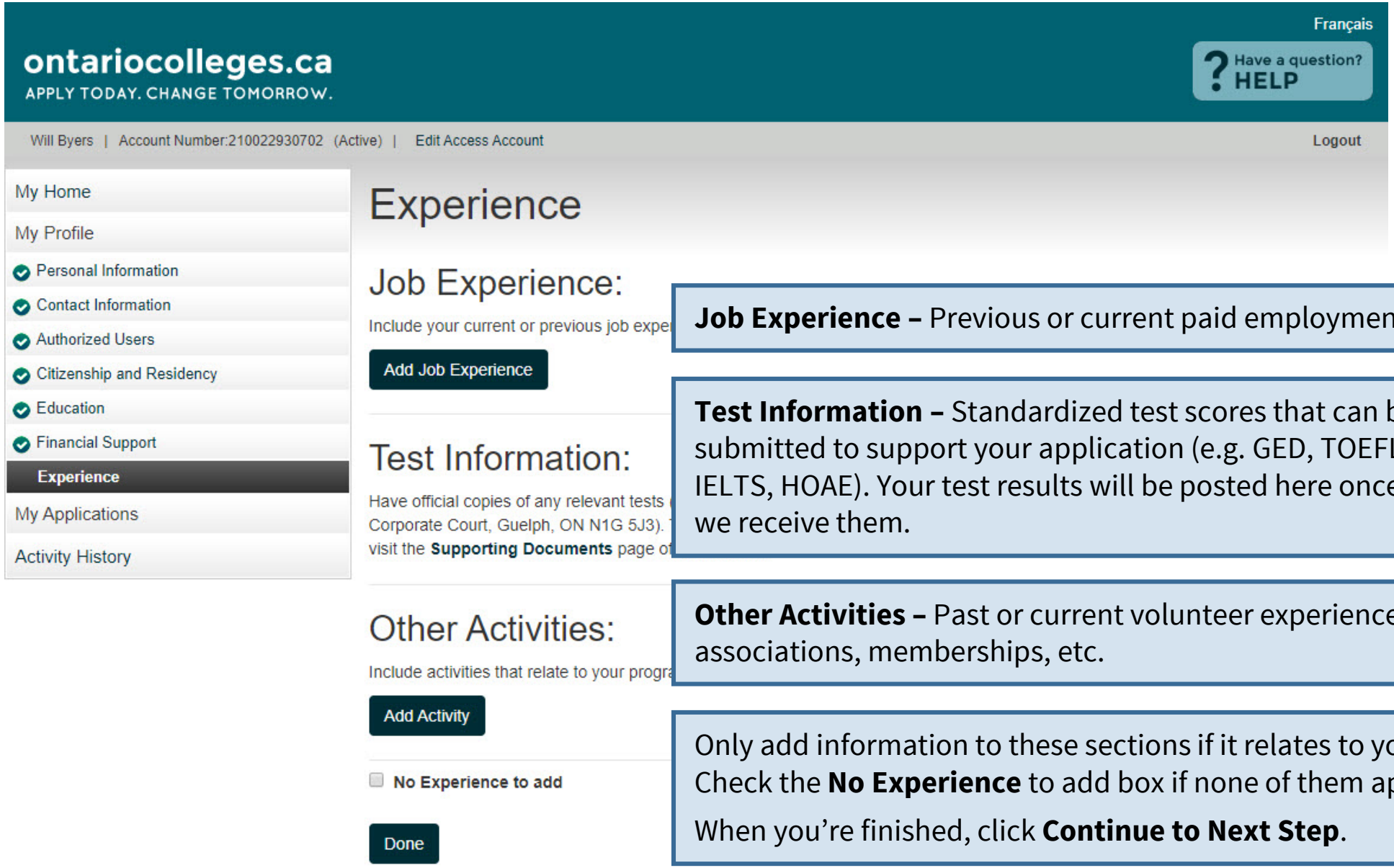


Sponsor Agency - The agency that will be paying all or some of your expenses while you attend college.

If you're applying for financial aid (e.g. OSAP, a bursary or scholarship), you are not considered sponsored and should select No Sponsorship.

Click **Save and Continue to Next Step**.

Experience



Job Experience – Previous or current paid employment

Test Information – Standardized test scores that can be submitted to support your application (e.g. GED, TOEFL, IELTS, HOAE). Your test results will be posted here once we receive them.

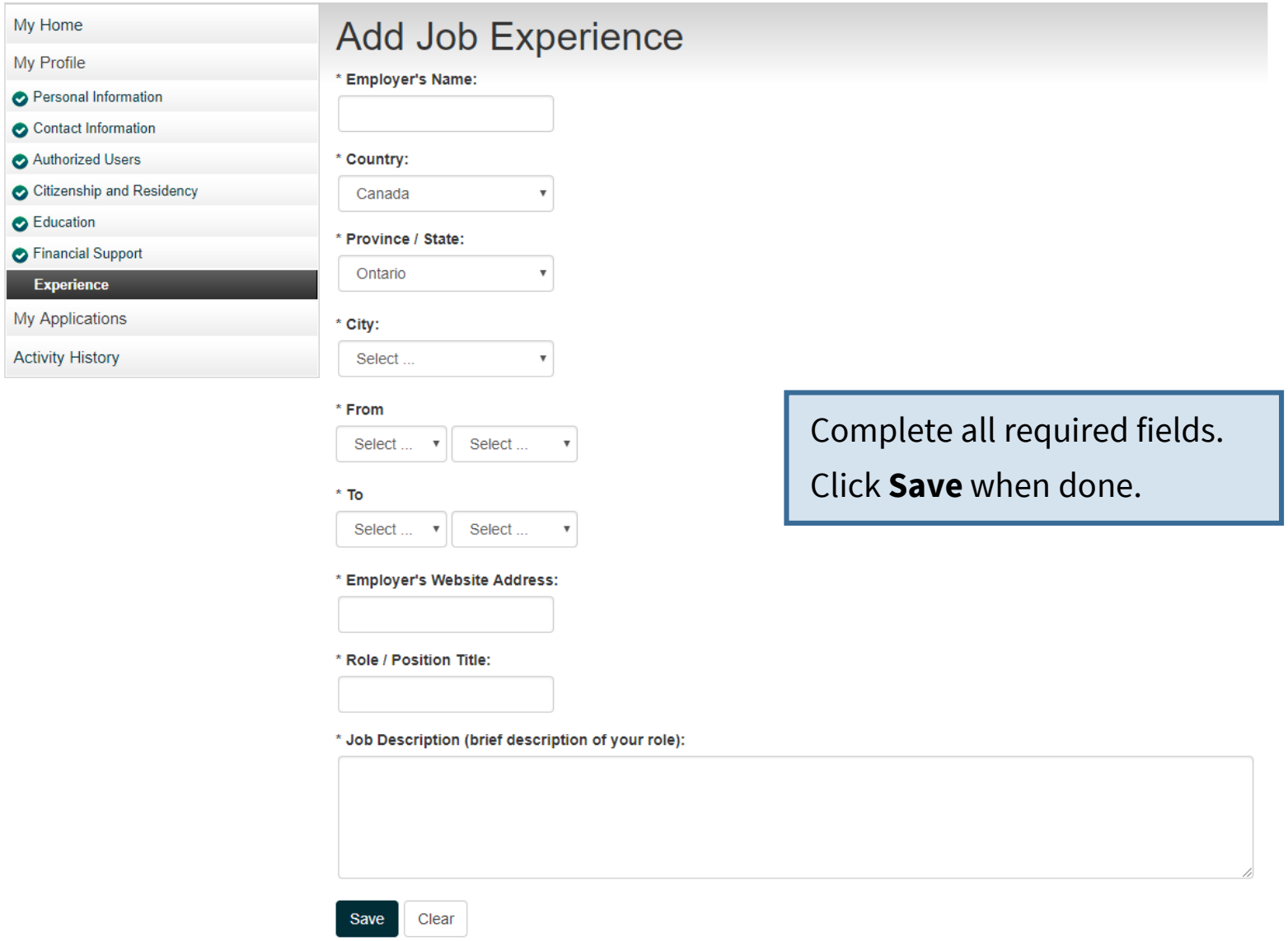
Other Activities – Past or current volunteer experience, associations, memberships, etc.

Only add information to these sections if it relates to your area of study. Check the **No Experience** to add box if none of them apply to you.

When you're finished, click **Continue to Next Step**.

Experience

Add Job Experience

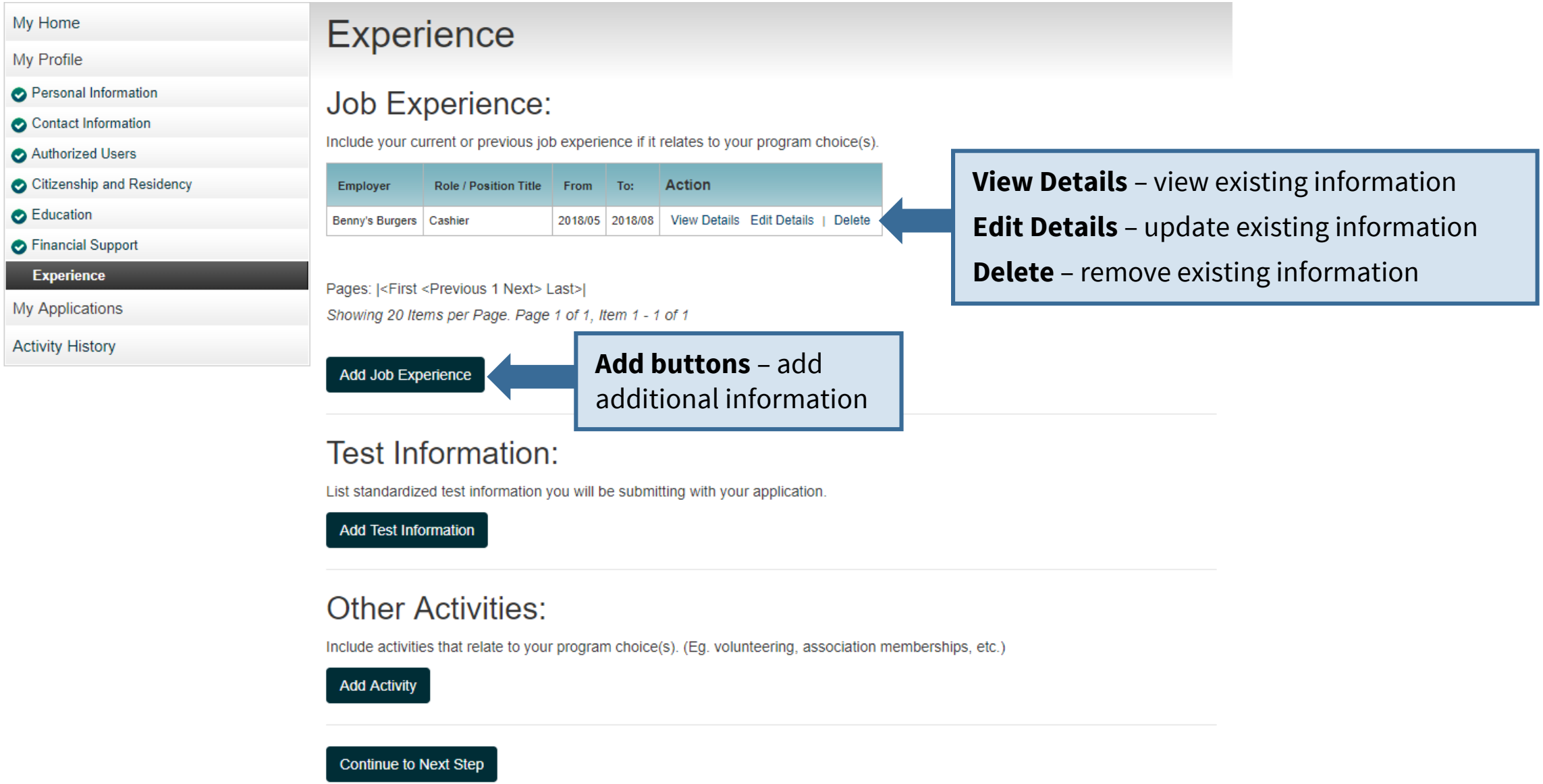


Complete all required fields.

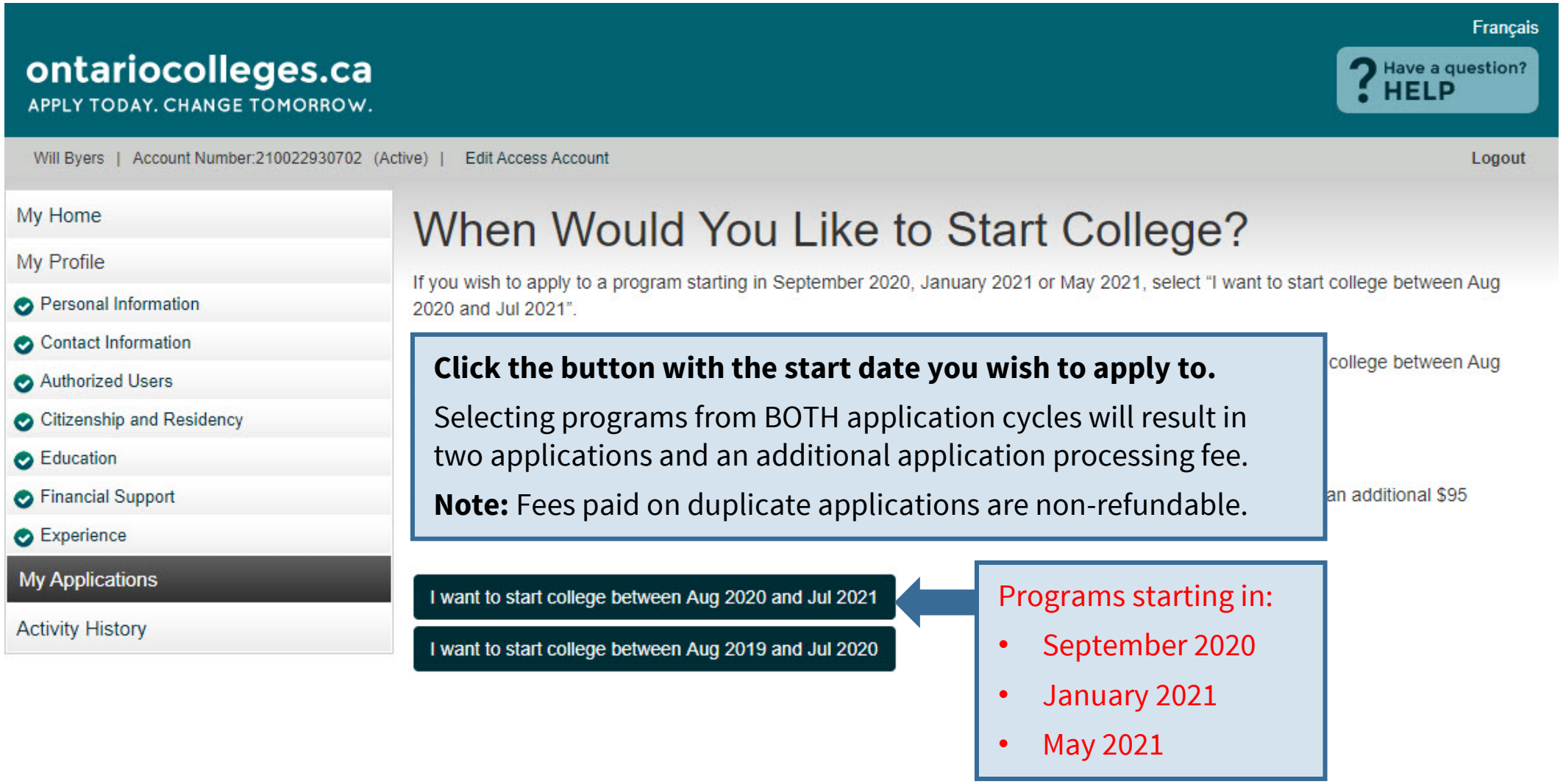
Click **Save** when done.

Experience

Summary

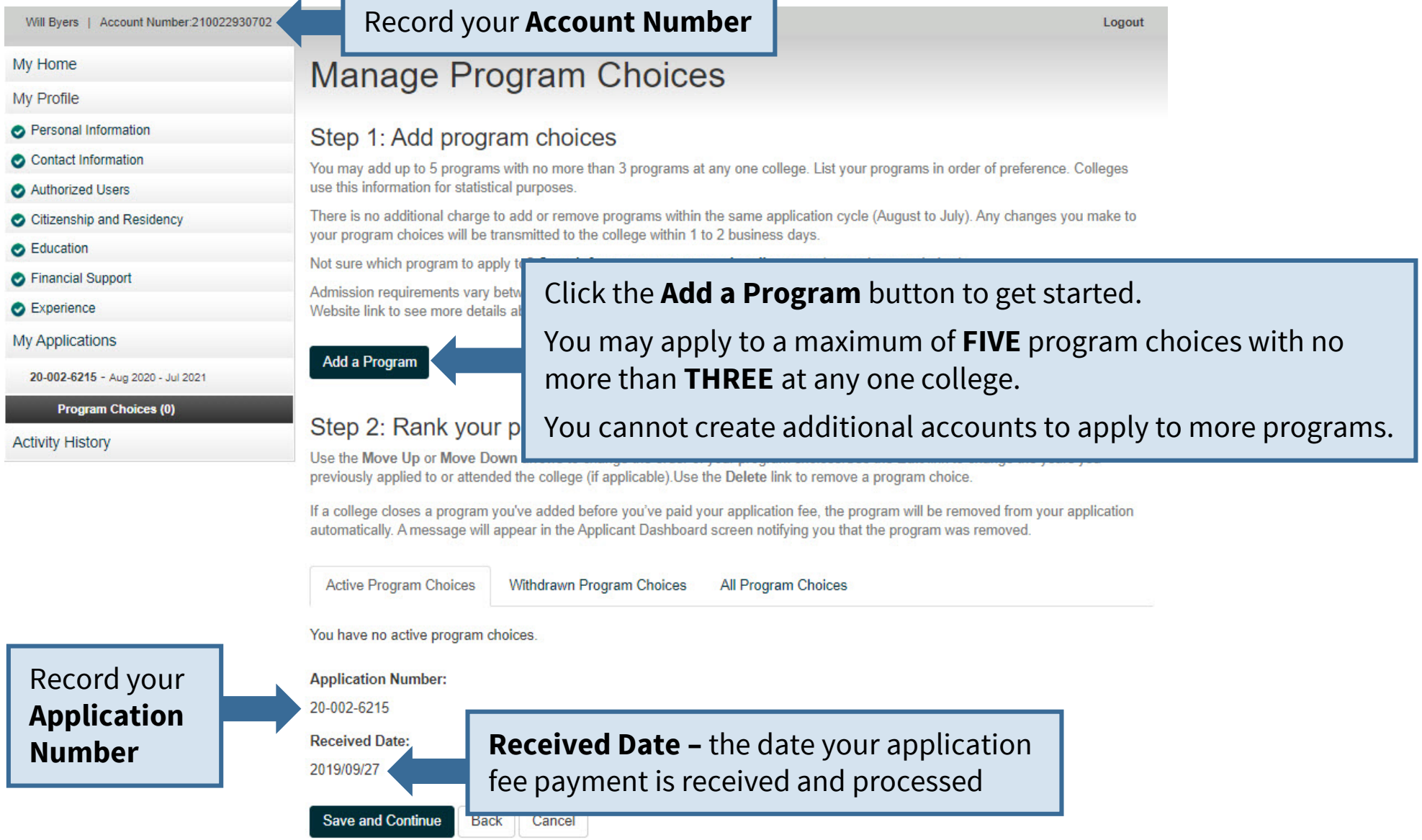


My Applications



My Applications

Program Choices



Record your **Account Number**

Click the **Add a Program** button to get started.

You may apply to a maximum of **FIVE** program choices with no more than **THREE** at any one college.

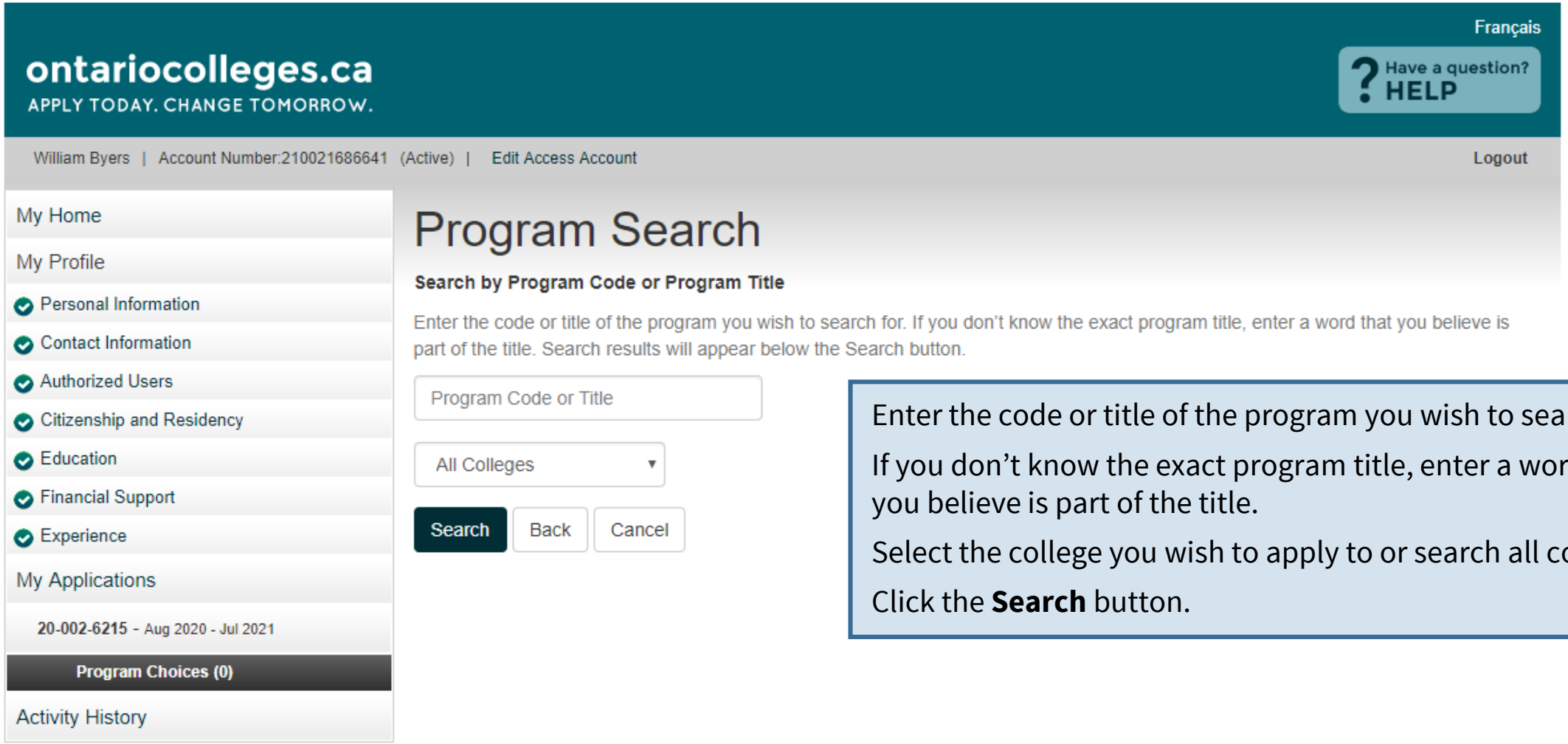
You cannot create additional accounts to apply to more programs.

Record your **Application Number**

Received Date – the date your application fee payment is received and processed

Program Choices

Program Search



Enter the code or title of the program you wish to search for.

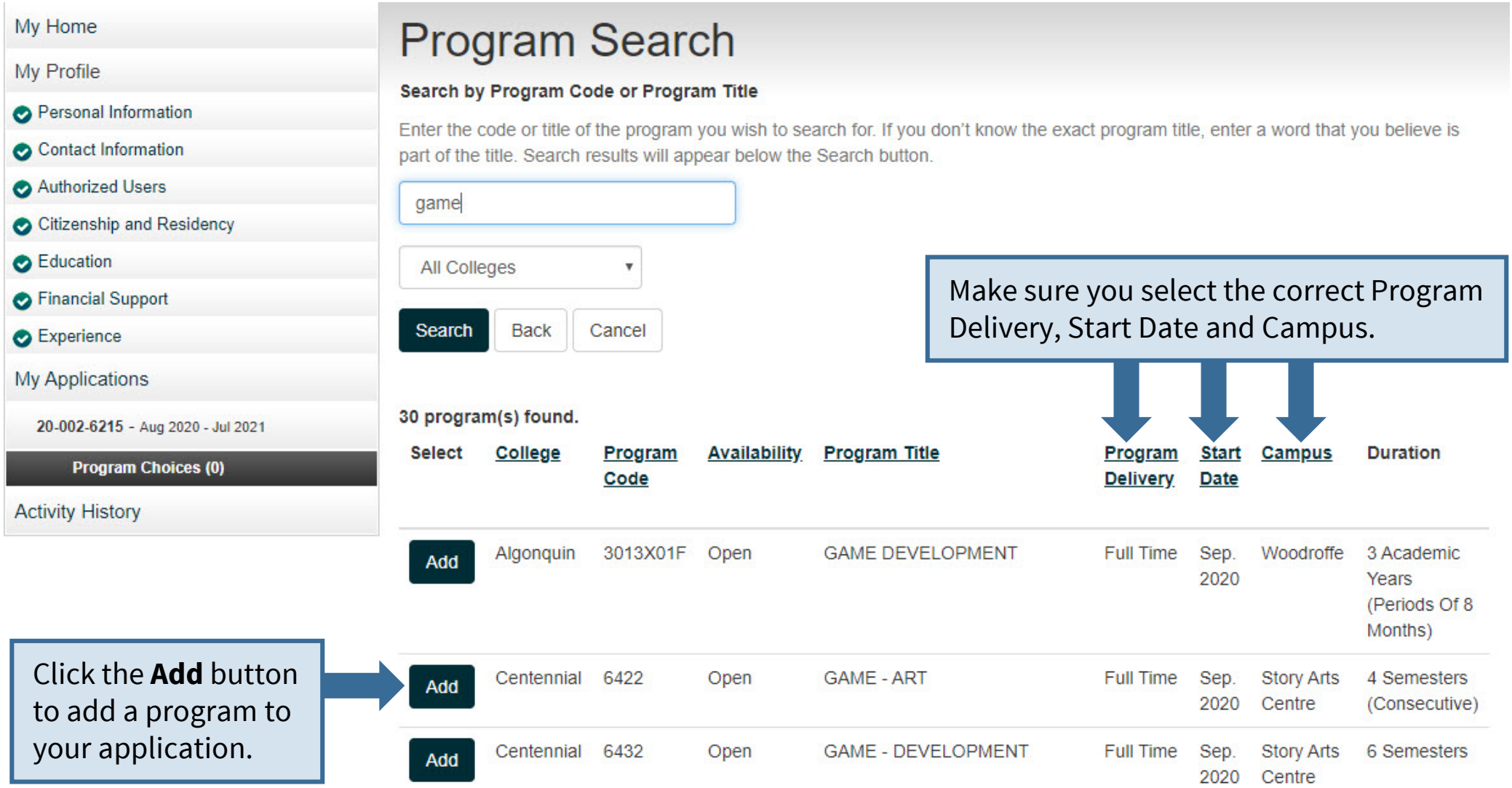
If you don't know the exact program title, enter a word that you believe is part of the title.

Select the college you wish to apply to or search all colleges.

Click the **Search** button.

Program Choices

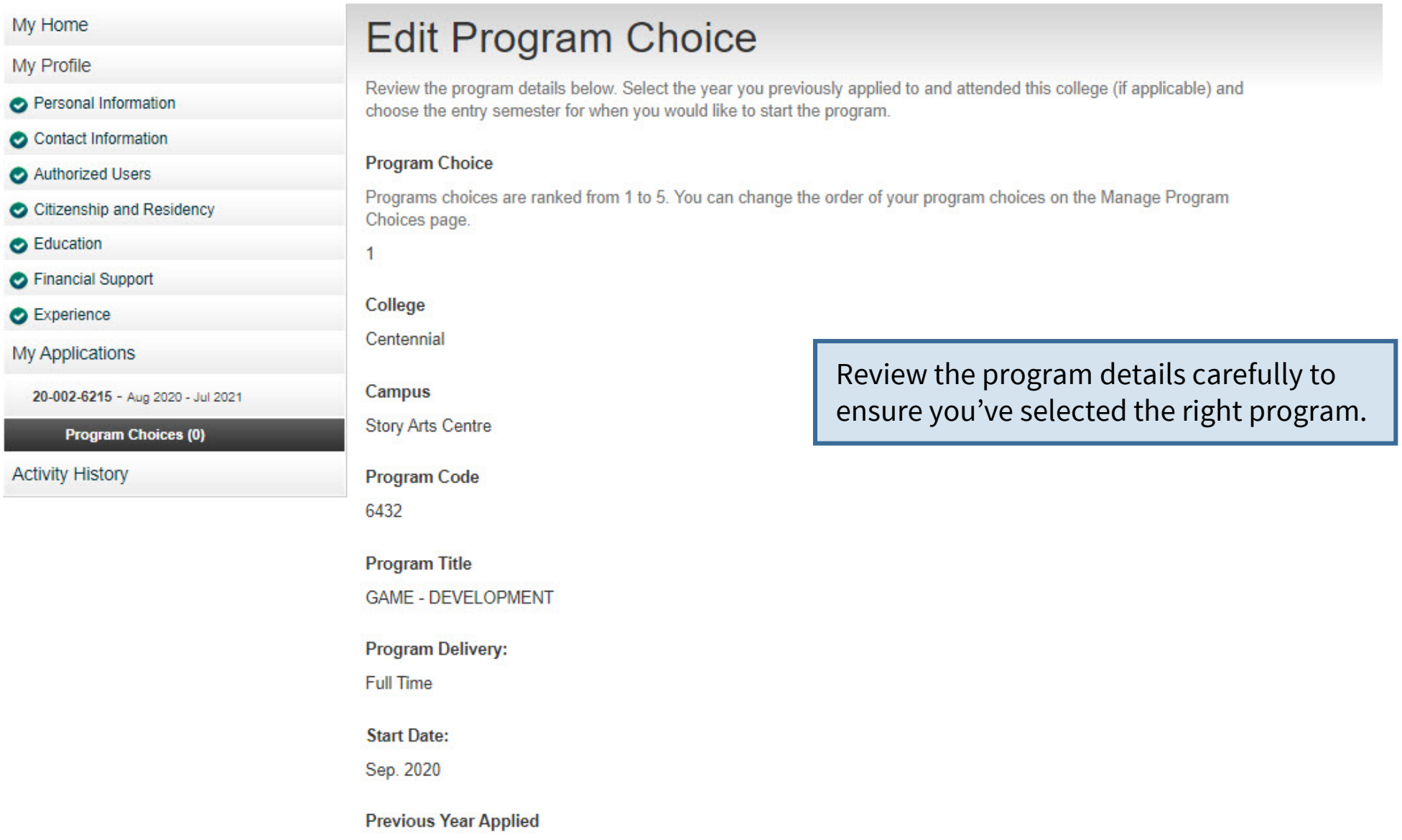
Program Search Results



Click the **Add** button to add a program to your application.

Program Choices

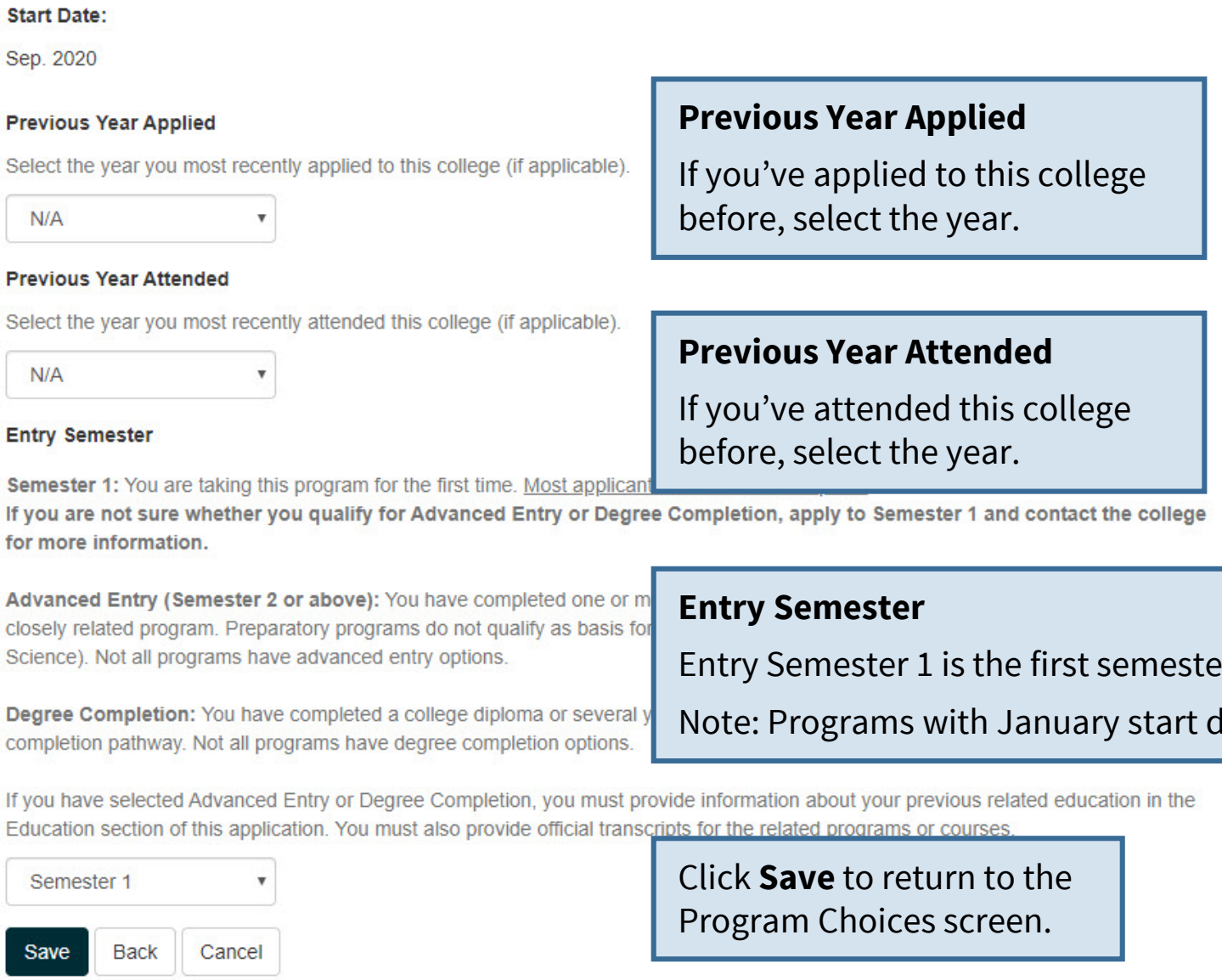
Edit Program Choice



Review the program details carefully to ensure you've selected the right program.

Program Choices

Edit Program Choice



Previous Year Applied

If you've applied to this college before, select the year.

Previous Year Attended

If you've attended this college before, select the year.

Entry Semester

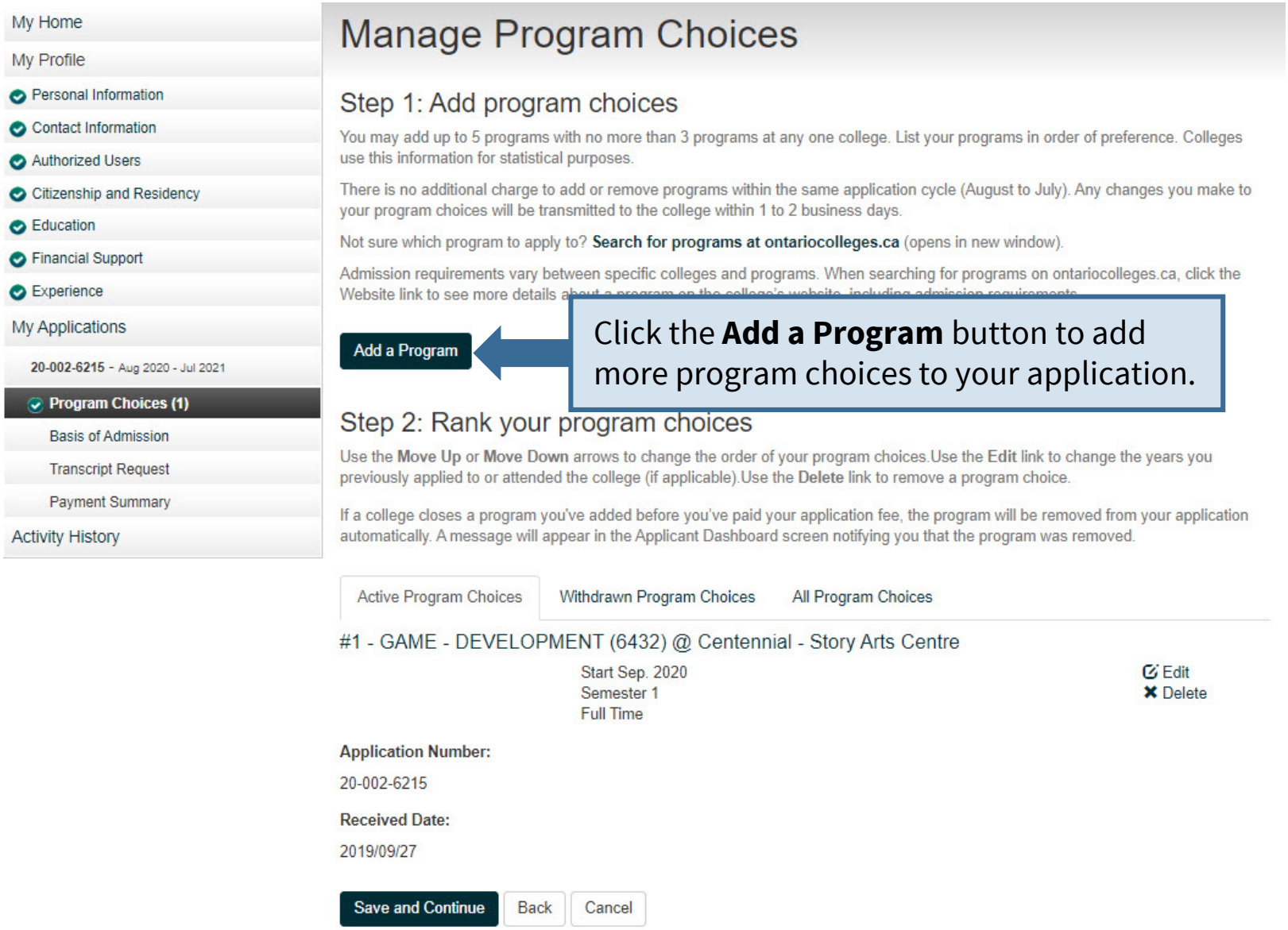
Entry Semester 1 is the first semester of the program's first year.

Note: Programs with January start dates are still Entry Semester 1.

Click **Save** to return to the Program Choices screen.

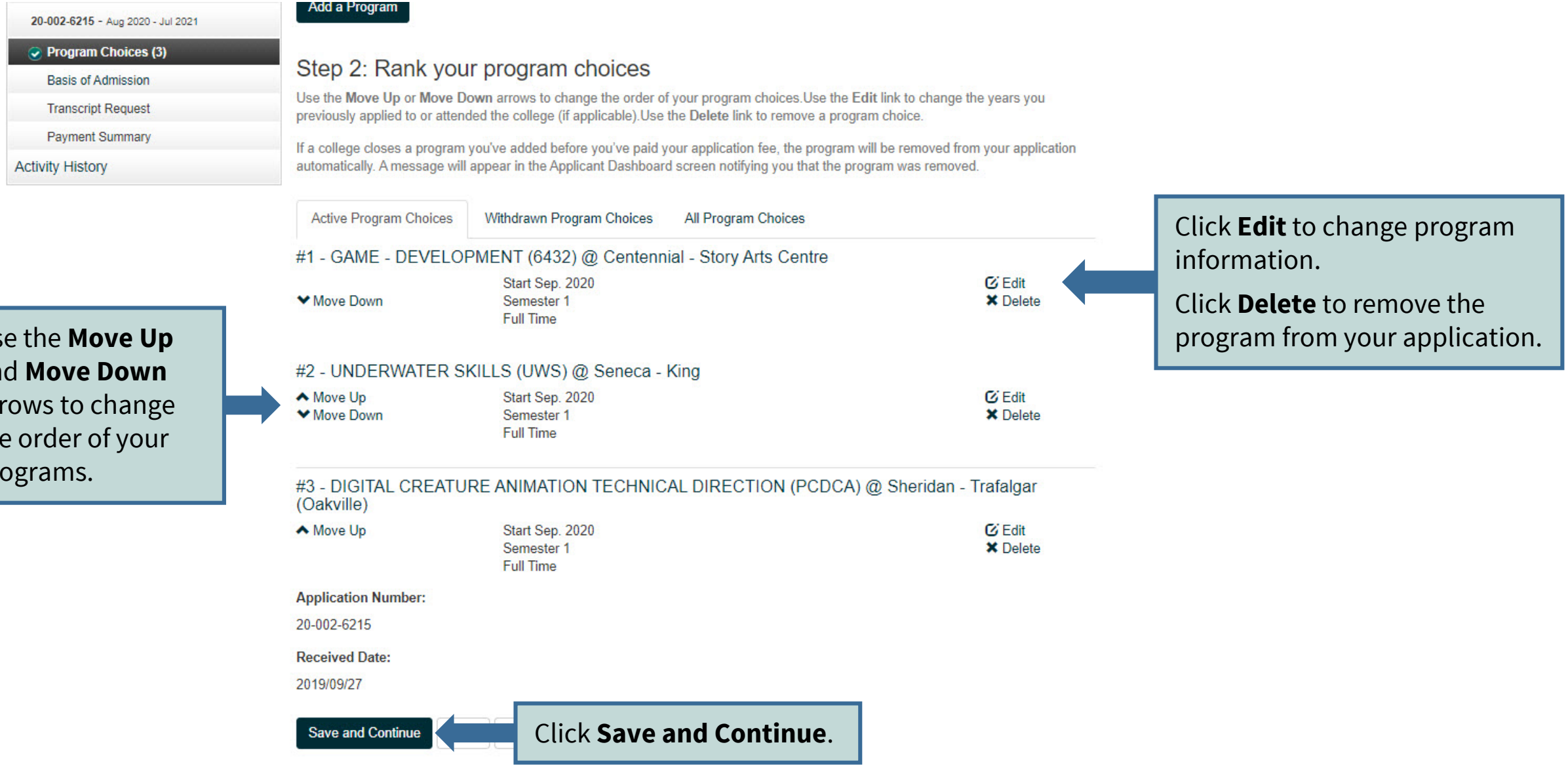
Program Choices

Manage Program Choices



Program Choices

Rank Your Programs



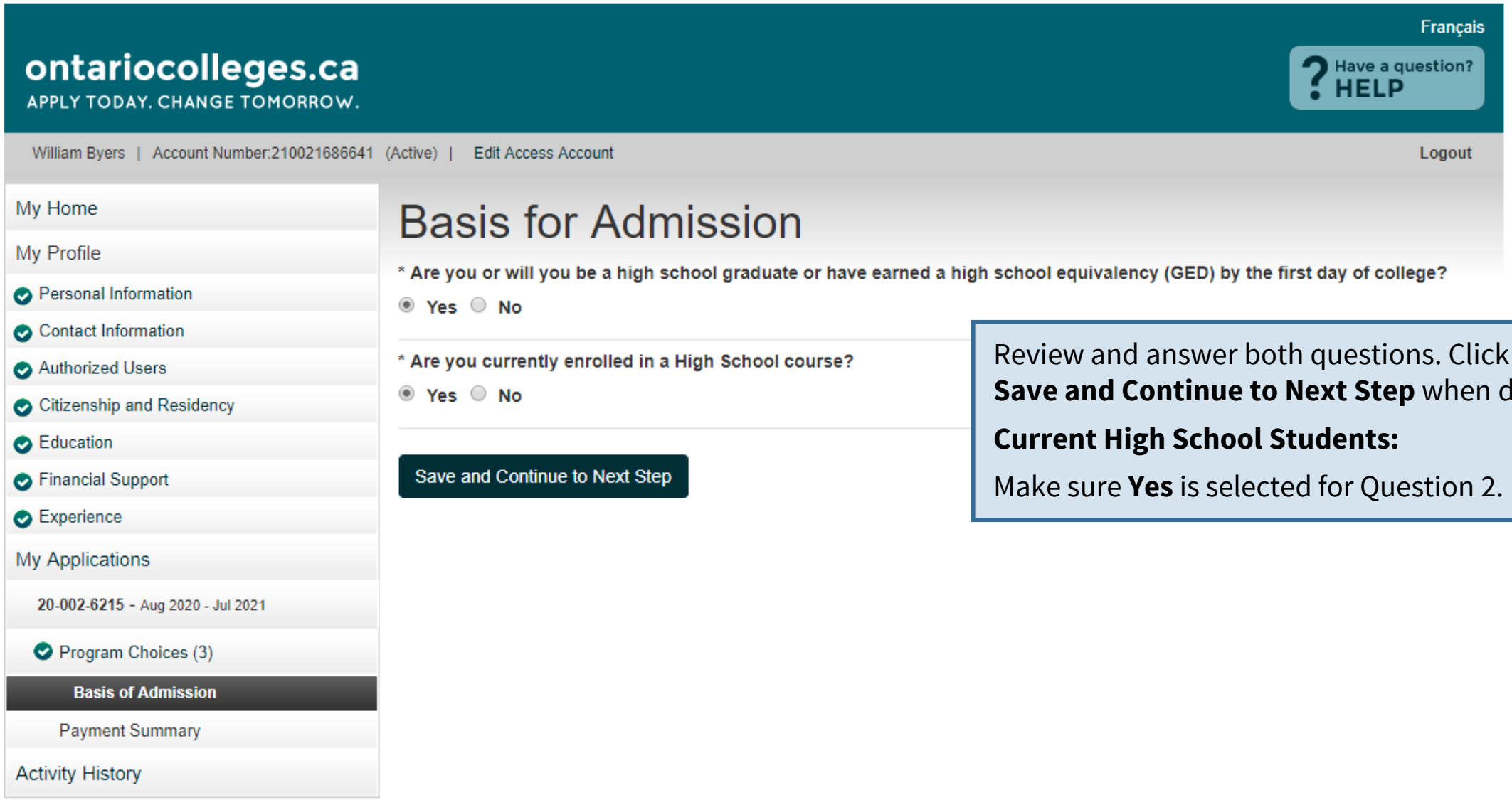
Use the **Move Up** and **Move Down** arrows to change the order of your programs.

Click **Edit** to change program information.

Click **Delete** to remove the program from your application.

Click **Save and Continue**.

Basis for Admission



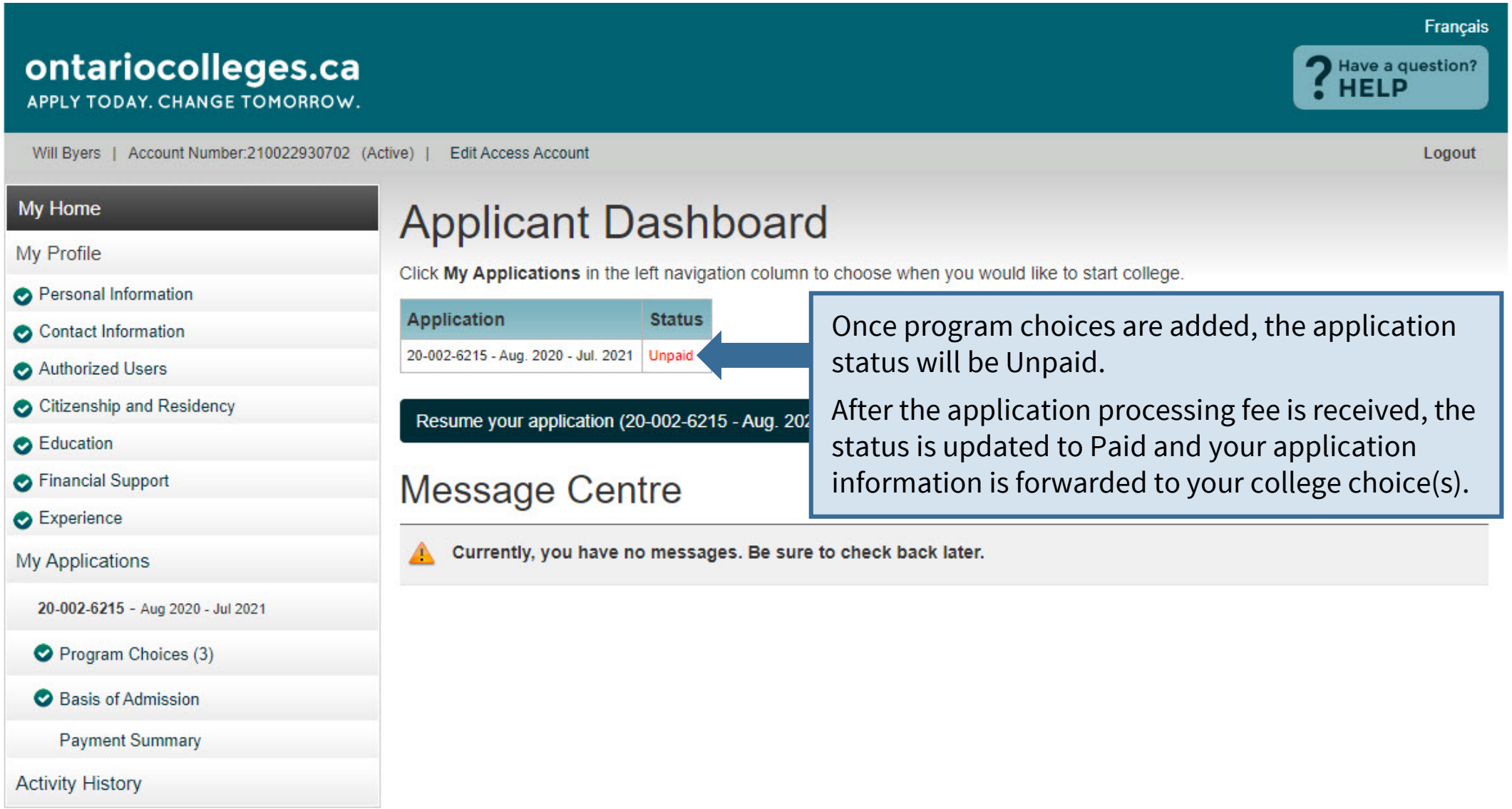
Review and answer both questions. Click **Save and Continue to Next Step** when done.

Current High School Students:

Make sure **Yes** is selected for Question 2.

Applicant Dashboard

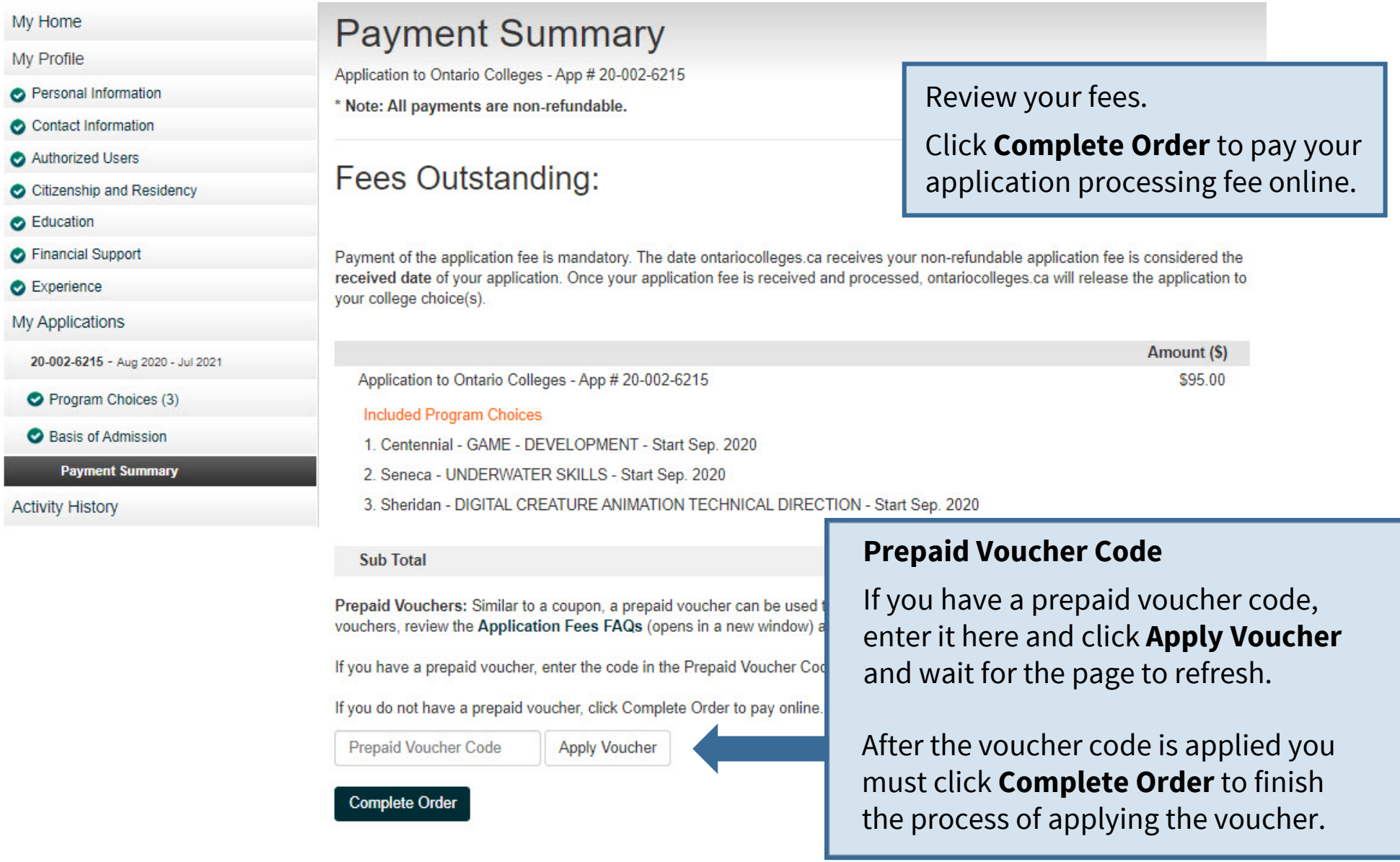
Application Status



Once program choices are added, the application status will be Unpaid.

After the application processing fee is received, the status is updated to Paid and your application information is forwarded to your college choice(s).

Payment Summary



Review your fees.

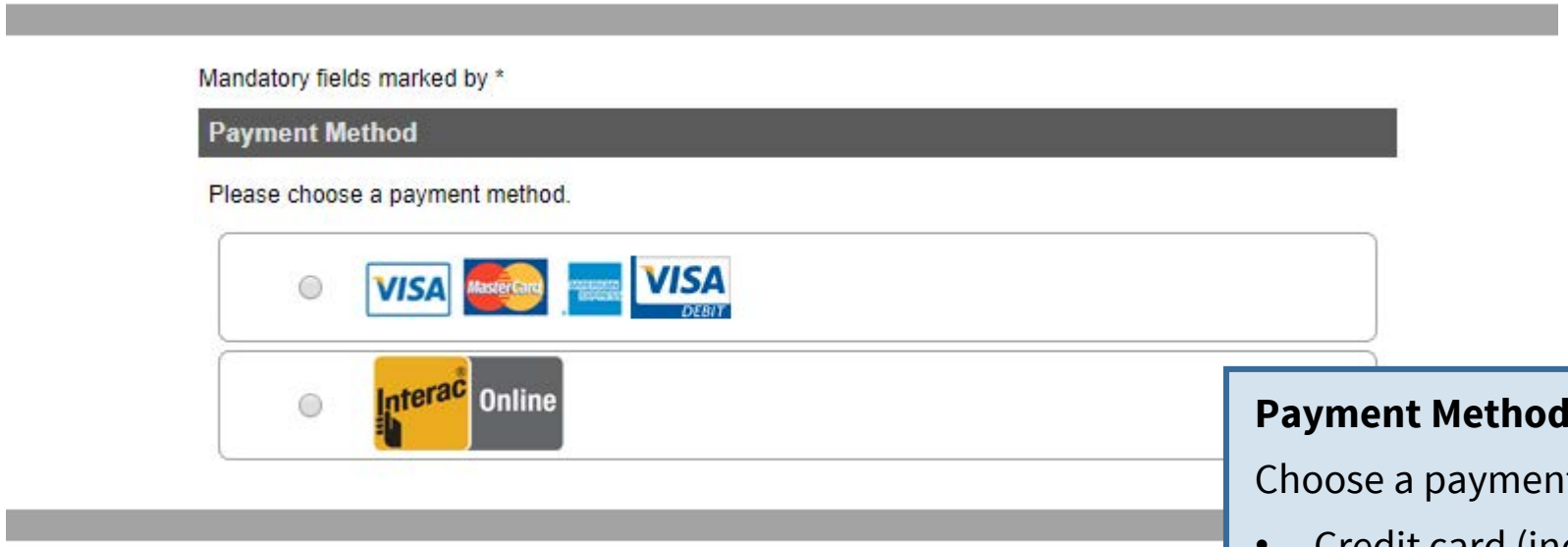
Click **Complete Order** to pay your application processing fee online.

Prepaid Voucher Code

If you have a prepaid voucher code, enter it here and click **Apply Voucher** and wait for the page to refresh.

After the voucher code is applied you must click **Complete Order** to finish the process of applying the voucher.

Secure Online Payment



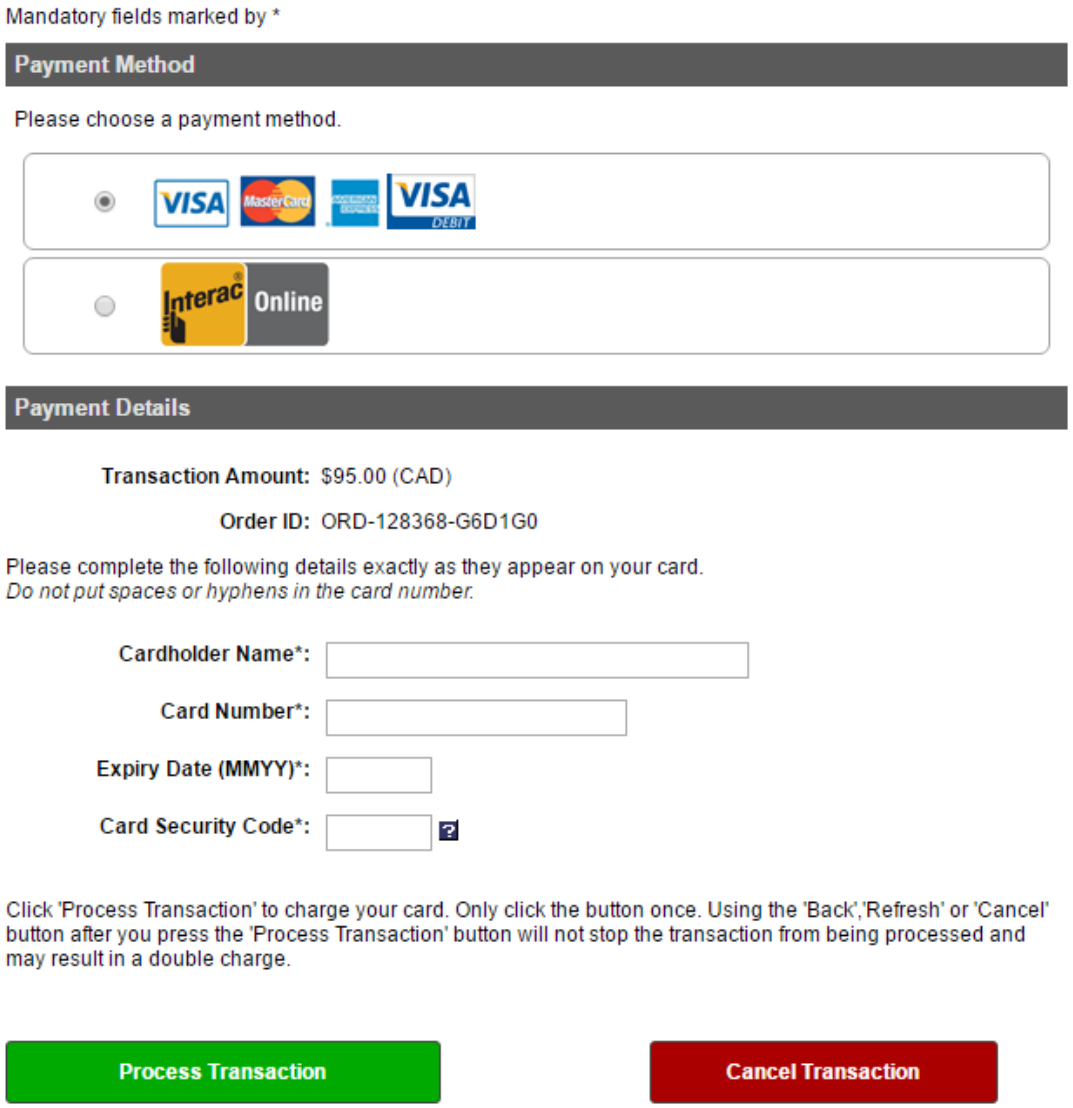
Payment Method

Choose a payment method:

- Credit card (including Visa Debit)
- Interac Online

Secure Online Payment

Credit Card (including Visa Debit)



Payment Details

Enter your credit card details exactly as they appear on the card.

Card Number
Numbers only, no spaces or hyphens

Expiry Date
Enter the date using the format MMYY

Card Security Code
Visa / Mastercard – 3-digit code on the back of the card

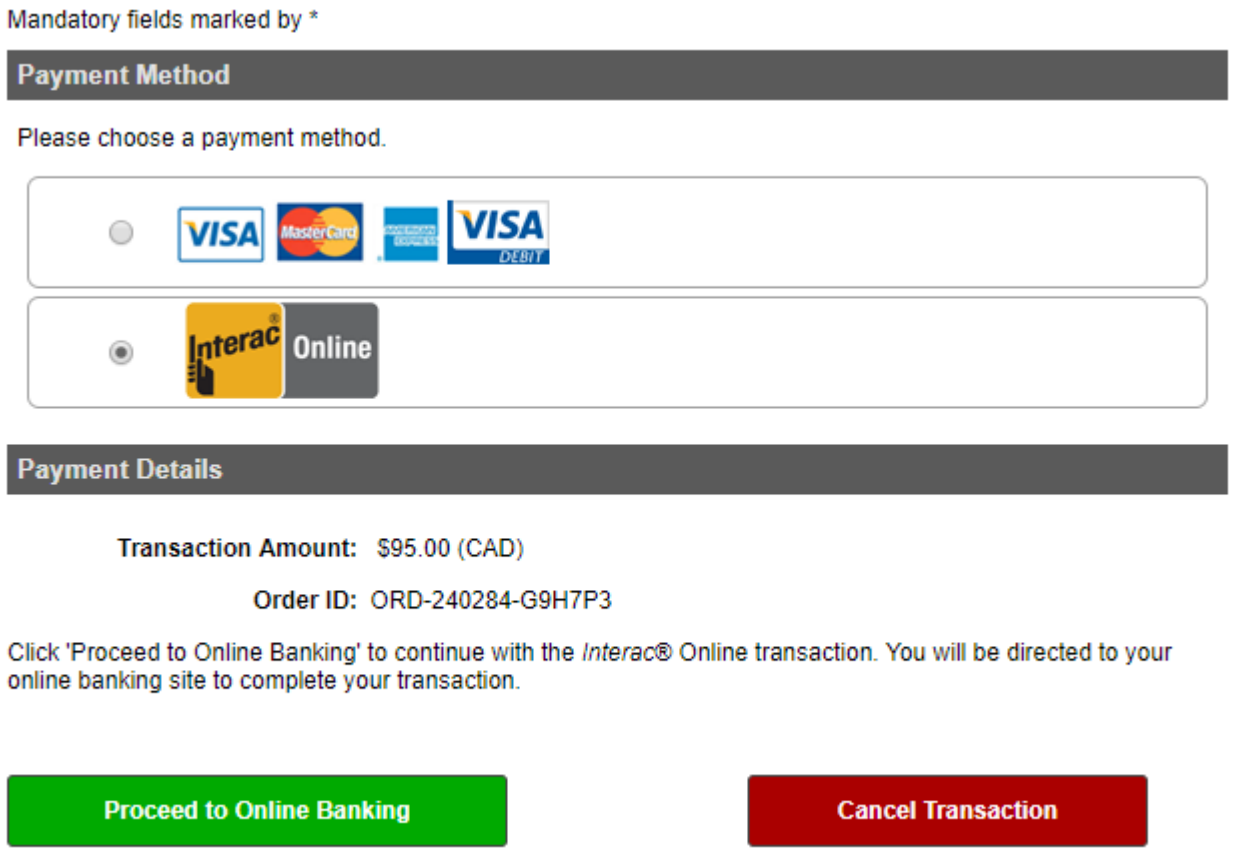
American Express – 4-digit code on the front of the card, above the card number

Click **Process Transaction** to complete your payment.

Note: Do not click the Back button in your browser while on the secure payment screen. If you do not wish to proceed with your payment, click **Cancel Transaction**.

Secure Online Payment

Interac Online

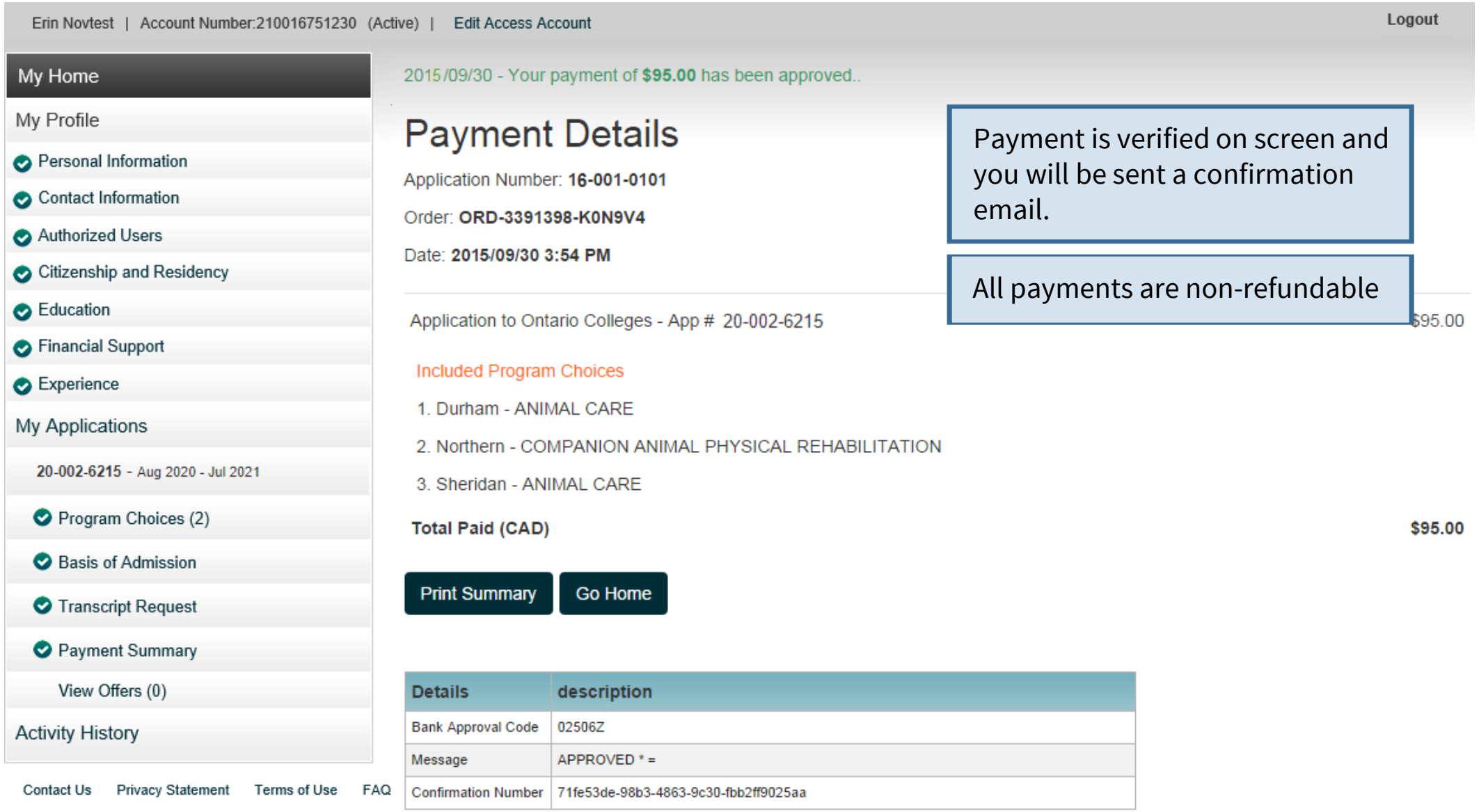


Click **Proceed to Online Banking** to complete your payment.

Note: Do not click the Back button in your browser while on the secure payment screen. If you do not wish to proceed with your payment, click Cancel Transaction.

Payment Summary

Payment Details

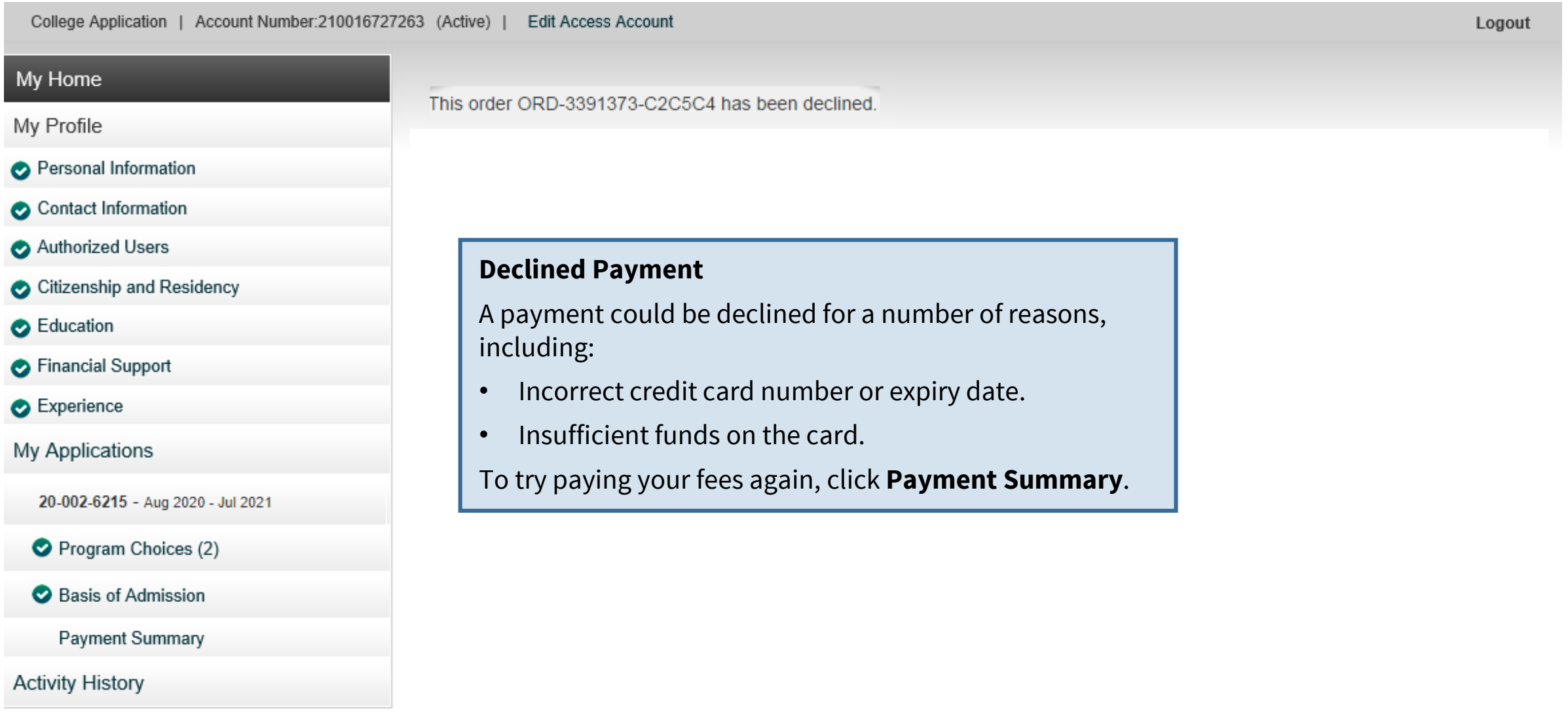


Payment is verified on screen and you will be sent a confirmation email.

All payments are non-refundable

Payment Summary

Declined Payment



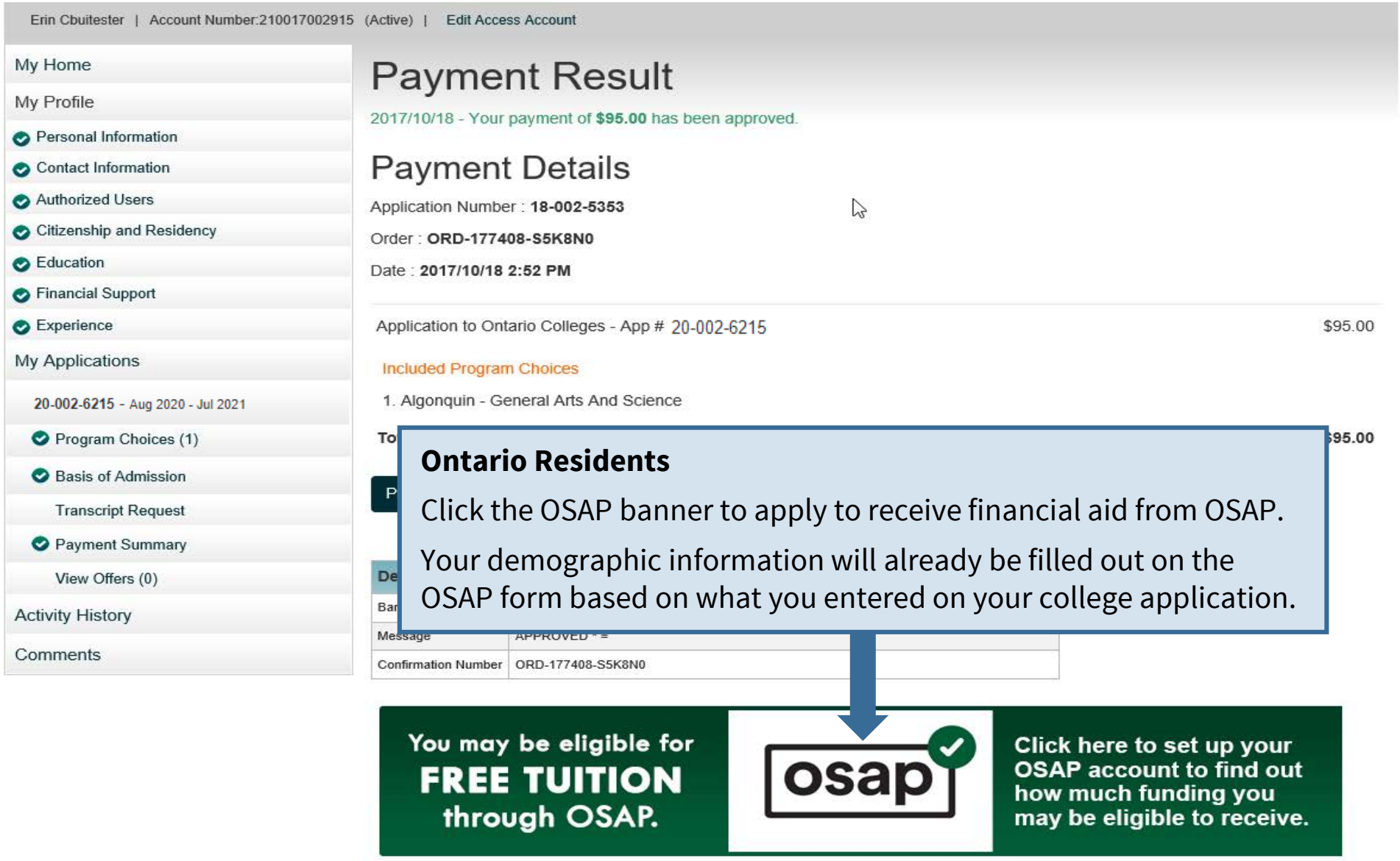
Declined Payment

A payment could be declined for a number of reasons, including:

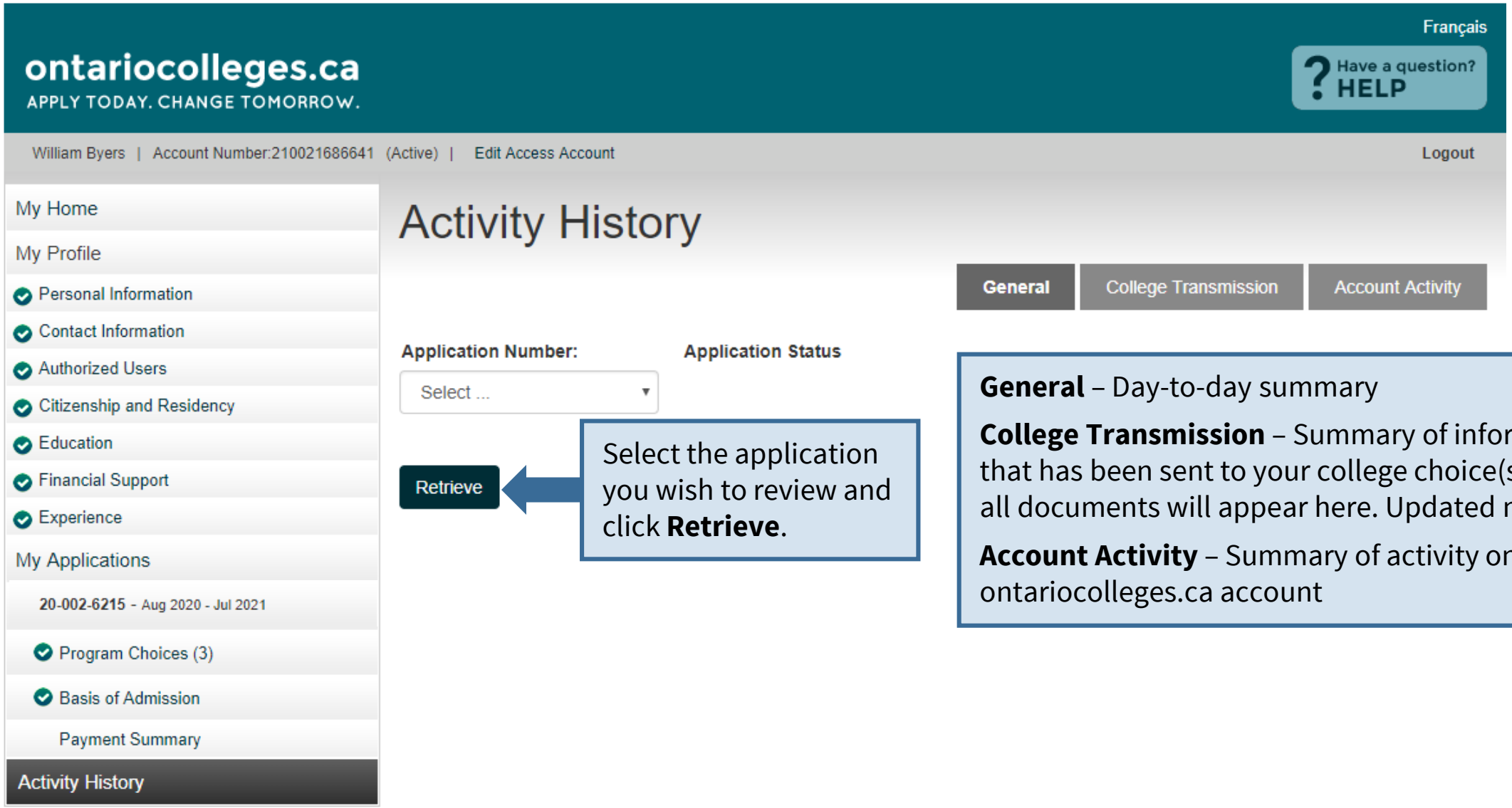
- Incorrect credit card number or expiry date.
- Insufficient funds on the card.

To try paying your fees again, click **Payment Summary**.

Apply For OSAP

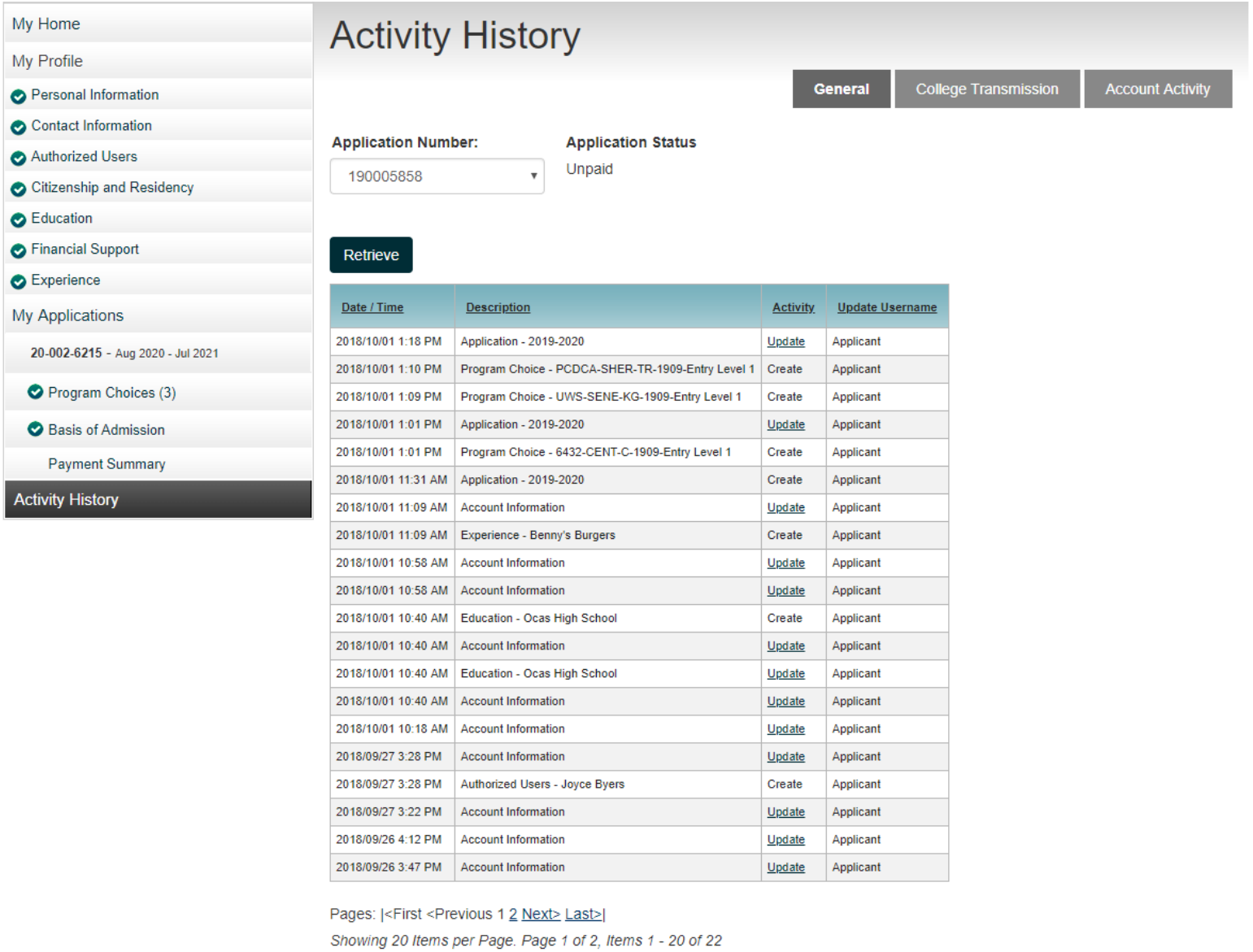


Activity History



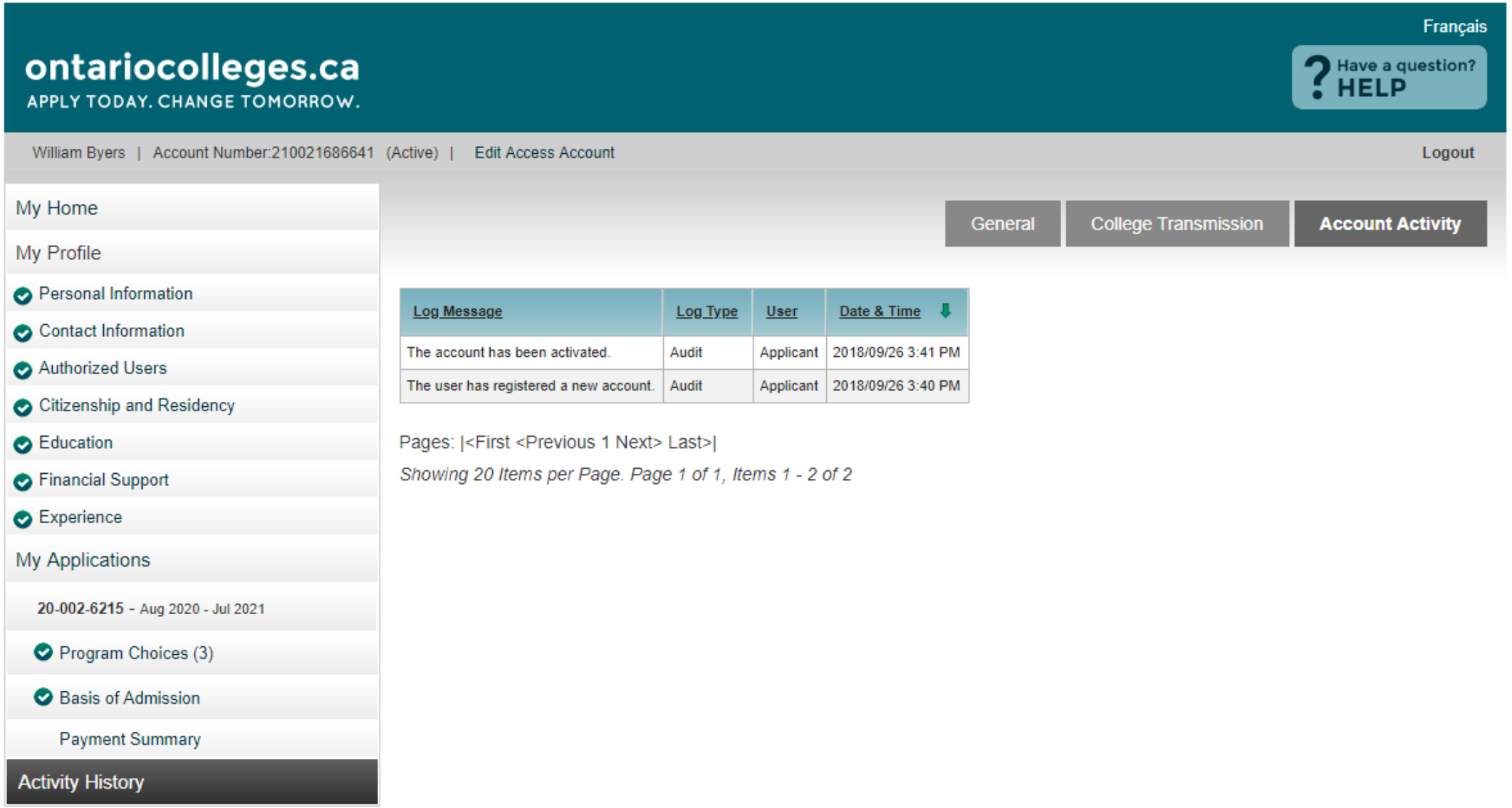
Activity History

General (Read Only)



Activity History

Account Activity



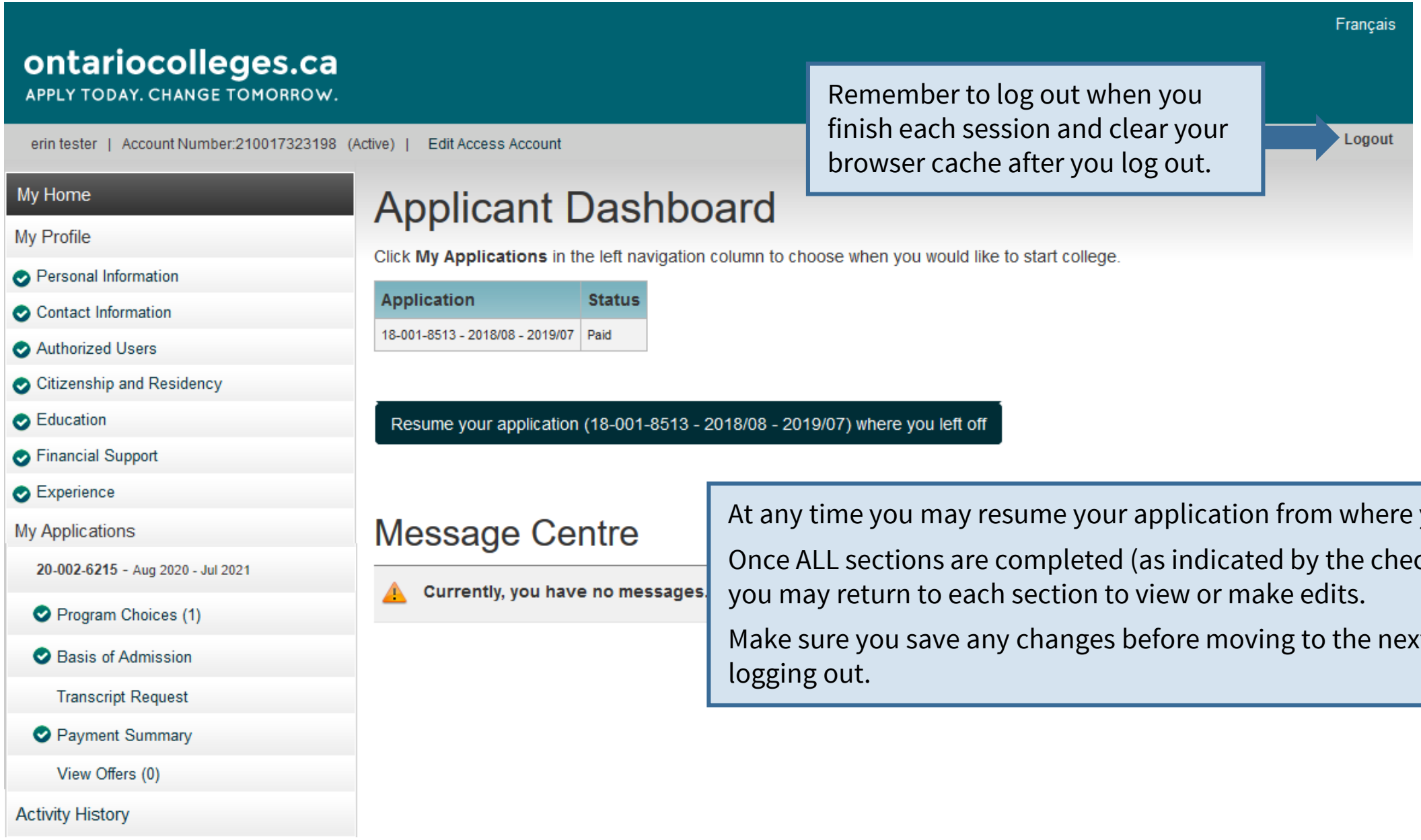
After You Apply – Next Steps

After You Apply

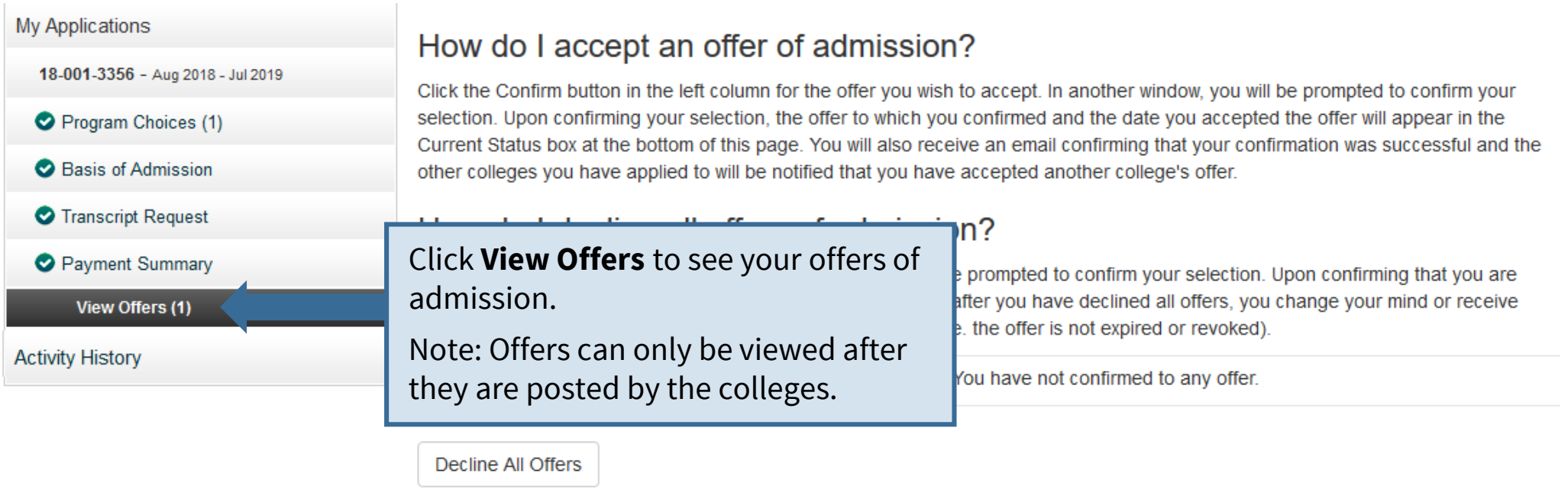
I’ve submitted my application. What’s next?

- **Send your transcripts.** If you’re an Ontario high school graduate, a GED holder, or have attended a school outside Ontario, you’ll need to submit your transcript. To find out how to request transcripts and have them sent to the colleges with your application, visit our Transcripts page: ontariocolleges.ca/transcripts
- **Verify your grades.** If you’re a current Ontario high school student, you’ll need to log in to your account to verify your grades. We recommend checking the Education section after your mid-term and final marks for semesters 1 and 2 have been submitted. If you notice an error, report it your guidance counsellor.
- **Update your application.** If you need to make changes to your application, such as adding or removing a program, or update your account information, such as your address or phone number, log back in to your ontariocolleges.ca account. ontariocolleges.ca/en/faq#how-can-i-make-changes-to-my-application
- **Confirm your offer.** Colleges begin sending out offers on February 1. The following slides explain how to view and confirm offers of admission.
- **Apply for financial aid.** Once you’ve confirmed an offer, it’s time to start thinking about paying for college. There are many financial aid options available to you, including OSAP, scholarships, bursaries and grants. To learn more, check out our Paying for College page: ontariocolleges.ca/colleges/paying-for-college

Update Your Application



View and Confirm Offers



Click **View Offers** to see your offers of admission.

Note: Offers can only be viewed after they are posted by the colleges.

Click **Confirm Offer** to accept an offer of admission. A confirmation email will be sent to your email address.

You may accept only ONE offer at a time and you may accept only ONE offer in a 24-hour period.

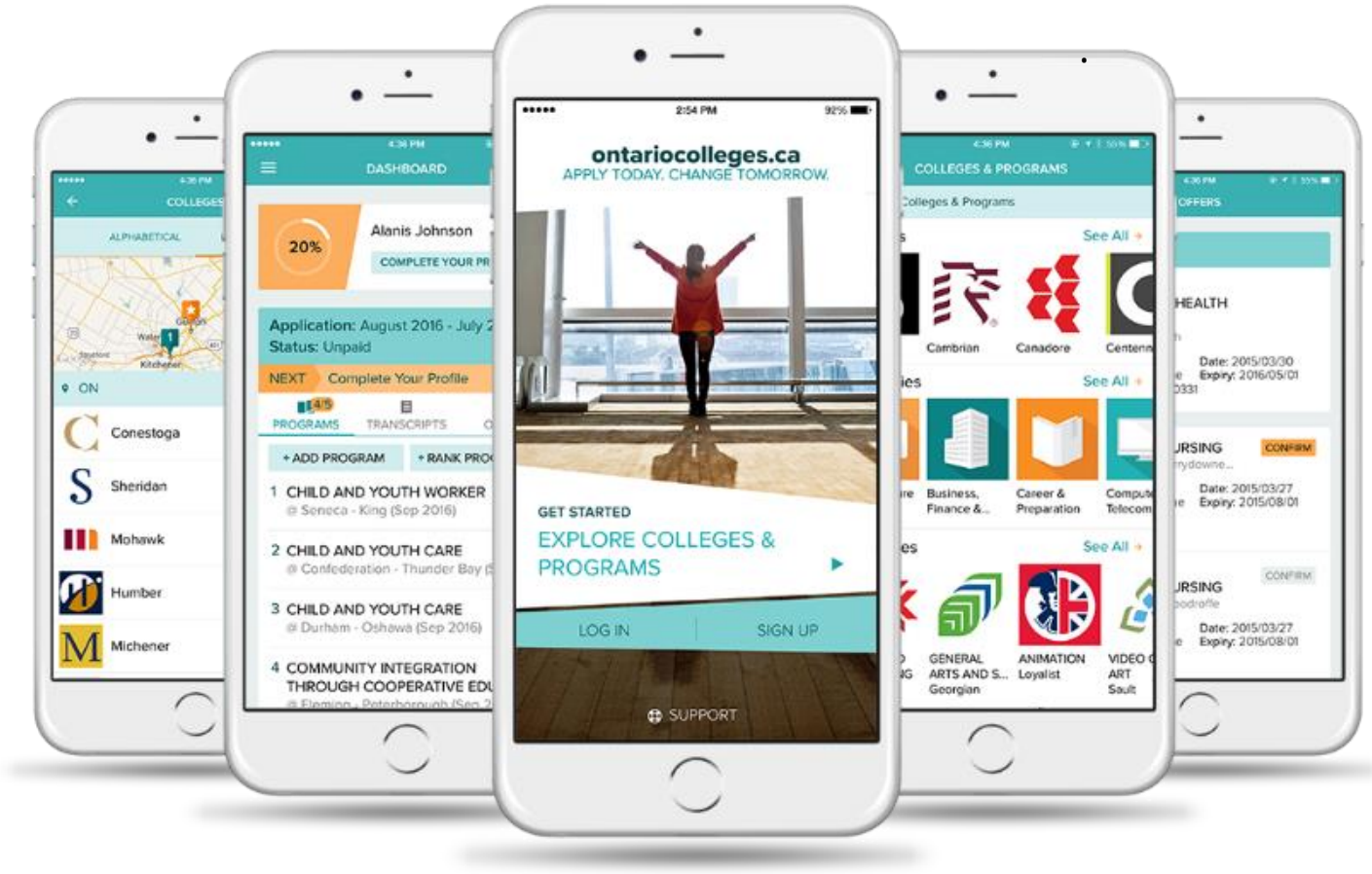
Changing An Accepted Offer

If, after accepting an offer, you change your mind or receive another that you prefer, you may accept the new offer (before the expiry date). The new acceptance will cancel your previous one.

Apply From Your Phone

ontariocolleges.ca Mobile App

- Create an application
- Log in to your application
- Explore college programs
- Add programs to a Favourites list



- Add programs to your application
- Request your transcripts
- Pay for your application
- View and confirm offers

Find it in the App Store and on Google Play

Available on the iPhone App Store

ANDROID APP ON Google play

Need Help?

Need Help?

For Application Help:

- Click **FAQ** to find answers to common questions
- Chat with us in real-time by clicking the **Live Chat** button on the ontariocolleges.ca website
- Email us at **ask-us@ontariocolleges.ca**
- Call us at **1-888-892-2228**

To Correct High School Grades:

- See your guidance counsellor

For Offer of Admission Information:

- Contact the college(s) you've applied to

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