

## **CHECKLIST FOR COMPLETING ON-LINE COLLEGE APPLICATIONS**

1. Obtain the “Ontario College Guide” from the Guidance Office or on-line.
2. Read pages 9 – 21 in the Ontario College Guide.  
**(Pages 22 – 31 deal with paper applications and this does not pertain to us.)**
3. Your high school has already provided the OCAS with an electronic file containing most of your academic information. Your secondary school counselor is responsible for making any required changes to your academic data and will provide the OCAS with your current courses of study. Academic grades are provided for final semester one, mid term and final semester two. **Entrance decisions based upon the first two submissions.**
4. Use the tips for students page or the Quick Reference 2007 – 2008 to help you to complete your on-line application.
5. Remember to record your application reference number that will be given to you once you complete your on-line application.
6. It costs \$85.00 to complete an OCAS application form and have it processed. Payment is best made with a credit card. Certified cheques can also be sent. Choices will only be processed after payment is received. **Cash is not acceptable.** Have your VISA or Master Card information handy if you plan to pay the fees on-line.

You are permitted 5 choices with no more than three program choices at any one college.

If paying by certified cheque, **write your OCAS reference number on it. See page 32 in the Guide Booklet.**

7. Remember to print a copy of your application for your safekeeping.
8. **February 1, 2007 is the due date** for completing the on-line application for equal consideration. After this date applications will be considered on a first come first serve basis.
9. **May 1, 2007** is the confirmation date for program acceptance with June 15, 2007 being the first date that college may request tuition fee payments.

Submitted applications by December 15, 2006 are eligible for awards of \$2500, \$1500, \$500 via a draw prize format.

**TIPS FOR ON-LINE APPLICATION PROCEDURE**

- 1) Identify the college, program and campus to which you wish to apply. Do your research using the Ontario College Guide.
- 2) Look up the college codes, program codes, campus codes and write them down so they are handy when you log onto the OCAS web site.

	College Code	Program Code	Campus Code
Choice #1	_____	_____	_____
Choice #2	_____	_____	_____
Choice #3	_____	_____	_____
Choice #4	_____	_____	_____
Choice #5	_____	_____	_____

**(Catholic Central’s mident number is 700088) Students will also require their Ontario Education Number (OEN) (see report card) and their Social Insurance Number.**

- 3) To begin the application process log into [www.ontariocolleges.ca](http://www.ontariocolleges.ca)
  - i) Click on “apply now”.
  - ii) My application.
  - iii) Create a user account.
  - iv) List username and password. **Write these down somewhere.**
  - v) Complete personal information (**e-mail, social insurance number, postal code**).
  - vi) Account validation.
  - vii) Apply for program dates 2007 - 2008.
  - viii) Follow all of the instructions.
  - ix) Complete credit card information i.e. type, number, expiry
  - x) Print a copy of your application for your records.

- 4) Should you decide to send a money order or a certified cheque, please remember that your application will not be processed until the funds are received. Write your OCAS reference number on the cheque or money order.
  
- 5) If you do not have a computer at home or would like help with the on-line application procedure, computer lab time can be reserved for you at school or a guidance counselor is also available to help you through this process.
  
- 6) Of particular interest are these sections of the Ontario College Guide Booklet:
  - a) St. Clair College section pages 159 - 161.
  - b) Area of Study Guide pages 180 – 203.
  - c) Specific college information section in alpha order pages 77 – 178.