

Applicant Checklist - for Applicants Not in High School

If you have graduated or are no longer in high school, you will find this checklist helpful.

PLAN

- 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

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.
 - application processing fee
 - Ontario high school transcript request fee*
 - Ontario college and/or university transcript request fee*
- 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)

Transcripts

- Make arrangements to have your official high school; college and/or university transcripts mailed to us*
- Request your Ontario college and/or university transcripts on line*

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

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.

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