

APPLYING TO COLLEGE – 2011-2012

Apply and pay online by January 15, 2012 and your name will be entered in a draw to win money for your education expenses.

Make sure you check “Yes” that you **will** be a high school graduate by the first day of college.

1. Research your program choices carefully using
 - The Ontario College Handbook
 - Find a Program on:
<http://www.ontariocolleges.ca/FindProgram>
 - Ontario College Transfer Guide – <http://www.ocutg.on.ca>
(Look at “pre” programs and General Arts and Science, and see if a program has more than one ‘start’ date).
2. **Apply** online as **early** as possible –well before the February 1st Equal Consideration Date, especially if you are applying to a highly competitive program. (Check admission requirements for these programs under PLAN on <http://www.ocas.ca/Documents/hc-charts-eng.pdf>) or on the highly competitive program link available at:
<http://schools.tdsb.on.ca/cedarbrae/services.html>
3. **Before** you start the online application, you should have:
 - your **OEN number**, a list of program choices, credit card or other information to pay for the application, pen and paper to record information. Print a copy of **The Applicant Checklist – for High School Students** available at <http://schools.tdsb.on.ca/cedarbrae/services.html>
4. **Access** the online application at: www.ontariocolleges.ca
Create your username and password when first logging in to the site and keep a record of them in a safe place. **You will use the same username and password to return to your application to make changes or check the status of your application.**
5. **Write down your OCAS number**, found in the top right hand corner of the form.
6. You may select up to **5** choices for your application but with no more than **3** choices at any one college.

7. What to do if there is incorrect information on your application:

- Grades - contact your guidance counsellor
- Documents and Application History - Correct online or contact OCAS at 519-763-4725 or 1-888-892-2228

8. Pay the \$95.00 application-processing fee by credit card, online banking, certified cheque or money order. **Your application will not be processed until OCAS receives your payment.**

If mailing your payment, make sure your **OCAS number** is on the certified cheque or money order. **Print** a copy of your completed form for your records.

9. The school automatically sends your transcripts to OCAS. Go online to check the **accuracy** of your grades information (early December) and verify them each time they are updated (early March, mid May and mid July). If you see a problem, speak to your guidance counsellor.

10. Make sure to follow through on **additional requirements**. Make appointments for testing, interviews, auditions etc. and make sure you keep them.

11. If you are making **program changes after the February 1st** date, check to ensure that the new program you want is still open.

12. If a college has admitted you, make sure that OCAS receives your confirmation of acceptance on **or before** the deadline.

13. If at anytime your **personal information changes**, please make the changes online so that the information can be passed on to your college choices. Inform Cedarbrae too!

14. You are responsible for reporting a **summer school final mark** to your college.