

College Application Instructions



Toll Free (in Canada): 1-888-892-2228

Phone: 519-763-4725

Email: ask-us@ontariocolleges.ca

Consider creating a professional email address that you use for your college application. Ontariocolleges.ca and the colleges will use your email address to communicate with you. Check your emails regularly to ensure you don't miss updates and/or important dates.

1. **IMPORTANT:** Locate your **Student (Pupil) Number:** _____
Located on all student documents (report cards) or see Guidance.
2. Log on to www.ontariocolleges.ca to apply.
3. Click on "Applying" and choose "How to Apply".
4. Click on "Create an Account".
5. Complete all information carefully.
*Pay attention to the messages and wording on each screen.
Be sure to fill out all of the information that is relevant to you.
Note that your username will default to your email address.
Your username will be permanent, so choose something that is appropriate and memorable.*

Write down your **username:** _____ and **password:** _____

6. Once our account has been created, you will receive an email requiring **account activation**.
YOU MUST CLICK ON THE LINK IN THE EMAIL TO ACTIVATE THE ACCOUNT.
7. Log in to your account.
8. Write down your **account number:** _____
9. Complete all steps of the application including program choices.
10. Pay for your application fees online with VISA, MasterCard, American Express or Interact.
APPLICATION FEE: **\$150** for **five** choices (a maximum of 3 choices at any 1 school)
11. Check your email inbox for a message from ontariocolleges.ca containing your account information.
If you did not receive an email, check your junk mail/spam folder and add ontariocolleges.ca to your contact list to ensure you receive all of your future mail.
12. Check your account regularly to verify that your grades, forwarded by Notre Dame, are correct. See your Guidance Counsellor if you notice any discrepancies immediately.
13. The colleges will let you know directly of their admission decision. To accept an offer of admission, log in to your account and click "Confirm".
14. **NEED HELP?**
 - Use the **CHAT NOW** feature on the website
 - You can make changes and review your application by logging in at any time
 - Keep a copy of your application and reference number for your records.
 - Contact OCAS: <https://www.ontariocolleges.ca/en/contact-us>
 - Contact the Colleges directly: <https://www.ontariocolleges.ca/en/colleges/contact-the-colleges>