

# Applying to College?

## IMPORTANT DATES:

**December 31, 2009** - Holy Name of Mary's recommended date to submit your application.

**February 1, 2010** –the VERY LATEST date for equal consideration of your application.

**May 3, 2010** – Applicants who have received an offer by May 1, 2010 must confirm their acceptance of an offer by this date. Applicants who receive an offer AFTER May 1, 2010 must check the details of the offer to determine their confirmation date.

## Let's Get Started

Step 1: Research the programs you are interested in to make sure you meet all of the entrance requirements.


Go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca) Click on  to start your search.


Step 2: Select up to FIVE programs with no more than three program choices at any one college. List your choices in order of preference.

Step 3: Before you begin, make sure you know your **POSTAL CODE**, your **SOCIAL INSURANCE NUMBER**, your **e-mail address** and your **OEN** (your OEN can be found on your report card or timetable.)

Step 4: When you are ready to apply, you must create an account:

➤ Go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

➤ Click on  and then click on the *Apply Now* icon.

➤ You are a *New Customer*, so you must click on 

➤ Fill in all of the *Personal Information* and *Contact Information* sections..

➤ Create an account by creating a username and password.





1. Username must be 4 to 50 characters in length.
2. Username and password cannot contain any special characters (#,%, etc) or spaces.
3. Password must be 6 to 12 characters in length. Your Password is cAse SensiTive.
4. Password must contain at least one number and one letter.
5. Password is case-sensitive (e.g. Abcd12 is different than abcd12)
6. Password Hint can be up to 64 characters in length.

➤ Once you submit this information, your username and password will be e-mailed to you. **PRINT THIS e-MAIL and KEEP IT IN A SAFE PLACE.**





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Step 5: Once the account has been set up, you can now start your application.

- Go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca)
- Click on the  and then click on the **Apply Now** icon. 
- Enter your Username and Password from your e-mail and click on 
- Click on 
- Choose the correct start date.
- Read the privacy statement and click on **I agree**.
- A screen will appear with your **APPLICATION** Number and **ACCOUNT** number. **PRINT THIS screen and KEEP IT IN A SAFE PLACE.**
- Click **Continue**

Step 6: The application has three parts to it:

- **Part 1 – All About Me:**
  - Complete each section by filling in the required information.
  - Note: We will submit an ONTARIO TRANSCRIPT to the application centre on your behalf.
  - Once you check this information, you can **Save** and then **Continue**.
- **Part 2 – Program Choices**
  - To enter your first choice, click on 
  - Use the drop-down menu to choose the college and program you want.
  - Repeat for your next 4 choices.
  - When you are finished, you can **Save** and then **Continue**.
- **Part 3 – Experience**
  - Complete this section **ONLY** if you have volunteer or work experience related to the programs you are applying too. Otherwise, click 

Step 7: Complete the **PAYMENT** section. **Your application will not be processed until you have paid.** You can pay the \$95.00 non-refundable fee by any of the following:

- **Online:**     
(make sure you print out your confirmation of payment)
- **Other:** Mail-in credit card (VISA, Mastercard or American Express), on-line banking, money order or certified cheque.

It's easy to make changes after you have submitted your application. Go to [www.ontariocolleges.ca](http://www.ontariocolleges.ca) and complete Steps 4 & 5 above. There is NO CHARGE for making changes to your application.