




December 31, 2010 - St. Joan of Arc's recommended date to submit your application.

February 1, 2011 – the VERY LATEST date for equal consideration of your application.





May 2, 2011 – Applicants who have received an offer prior to this date must accept or decline their offer by this date. Applicants who receive an offer AFTER May 1, 2011 must check the details of the offer to determine their confirmation date.

Step 1 - Do your Research

- 1: Go to www.ontariocolleges.ca Click on  to start your search. Investigate as many programs as possible and come up with a list of the 5 programs you are interested in. Make sure you will meet all of the admission requirements by the end of June.
- 2: Select up to FIVE programs (no more than three program choices at any one college). Make a list of your choices in order of preference.
- 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 2 - Create Your OCAS ACCOUNT

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







- Go to www.ontariocolleges.ca
- Click on  and then click on the *Apply Now* icon. 
- You are a *New Customer*, so you click on  on the right side of the screen.
- Fill in all of the *Personal Information* and *Contact Information* sections.
- Create an account by creating a username and password.
 - Username must be 4 to 50 characters in length and
 - Username and password cannot contain any special characters (#, %, etc) or spaces.
 - Password must be 6 to 12 characters in length and must contain at least one number and one letter. It is cAse SensiTive. **REMEMBER YOUR PASSWORD**
- Read the privacy statement, click *I agree* and click 
- Once you submit this information, your username and account number will be e-mailed to you. **PRINT THIS e-MAIL and KEEP IT IN A SAFE PLACE.**

Step 3 - Complete your Application

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

- Go to www.ontariocolleges.ca
- Click on the  and then click on the 
- Sign in at the right side of the screen using the Username and Password from your e-mail and click on 
- Click on 
- Choose the correct start date. [For program\(s\) with start dates between August 2011 and July 2012 including Sept 2011, Jan 2012 and May 2012](#)
- Read the privacy statement, click the **Signature of Applicant** box and **I agree**.
- A screen will appear with your **APPLICATION** Number and **ACCOUNT** number. **PRINT THIS screen and KEEP IT IN A SAFE PLACE.**
- Click 

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, click  and then 
- **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 have entered all choices (maximum of 5) click  .
 - Check the information on the screen that appears. If it is correct, click . If you wish, change the information and then Save/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 

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:    (Print out your confirmation of payment)

Other: Mail-in credit card (VISA, Mastercard or American Express), on-line banking, money order or certified cheque.