

Tips on How to Apply to Post-Secondary

ATTEND POST-SECONDARY FAIRS AND INFO SESSIONS. MANY IN PERSON AND VIRTUAL OPPORTUNITIES ARE LISTED ON THE EVENTS PAGES OF THE INSTITUTION.

At these info sessions you can: Learn a great deal about an institution by asking questions.

APPLY TO COLLEGES/UNIVERSITIES

Colleges/Institutes - Begin accepting applications on a specific date and may cut off applicants once a program is full. Limited enrolment programs may have a short application window. so the earlier you apply the better. Open enrolment courses will accept applicants until the posted deadline date.

Universities - Begin accepting applications in Sept/Oct. and consider each application based on a specific set of course/grade criterion, not necessarily how early you have applied. They stop accepting applications on a specified deadline date. Note: the earlier you apply to competitive programs the more rounds of evaluation you will have. This may mean an earlier offer of CONDITIONAL admission for students with an above average GPA.

To apply to an Institution - Students either apply directly to the individual school or use a Provincial Post-secondary Application Service, this will be clearly indicated on the school's website. Students will need their 9-digit P.E.N. number and a credit card. Application fees generally range from \$40 - \$120

Apply to Ontario Universities: <http://www.ouac.on.ca/ouac-105/> (BC students must use this online application service to apply to ALL Ontario universities) -Apply to Ontario Colleges: <http://www.ontariocolleges.ca/apply>

Applying to American Institutions: - [THE COMMON APP](#)

Applying to UK Institutions: -UCAS: Application service for UK Universities: [UCAS](#)

TESTING

For language proficiency tests various services are acceptable and may vary per institution. (TOEFL, LTI etc. Check the deadlines to submit results)

SAT/ACT: <http://www.collegeboard.org/> (for study in the U.S.) (Not always required.)

CASPER testing may be required for some Direct entry Nursing /Health related programs. (requirement would be included in admission requirements)

ASSESSMENT TESTING/COURSE UPGRADING: These are available at most institutions. English and Math upgrading is free at the college level.

SENDING YOUR MARKS TO POST-SECONDARY INSTITUTIONS

1. Check with the Institution applied to for specific instructions.
2. Students wishing to send a pdf or paper copy of their interim marks directly to an institution, to comply with a specific deadline, can order them from the office.
3. Complete the Post-Secondary Institutions (PSI) Selections Form using the Ministry of Education Website: <http://www.StudentTranscripts.gov.bc.ca>.
4. Transcripts are sent electronically to the majority of B.C. post-secondary institutions, University of Calgary, University of Alberta and Ontario Universities Application Centre.
5. Final transcripts are sent by the Ministry at the end of July.
6. Results from August exams are not available in time for September admission to post-secondary APPLY FOR STUDENT LOANS – Apply in EARLY JUNE – [Student Aid BC](#)

WEBSITES & RESOURCES:

Universities Canada: www.universitystudy.ca/ Explore Universities, Search Programs

Canadian Colleges: schoolfinder.com

Education Planner: [Start your search | EducationPlannerBC](#) Information on B.C. colleges & university program availability, application dates, tuition costs, admission requirements, lengths and more. SEARCH, PLAN, APPLY.

College Board (American Schools): <http://www.collegeboard.org/>

Online Courses

Grade 12 students that are taking a distance/distributed learning course - If a mark for the purpose of meeting requirements for a Post-Secondary Institution the course must be either 50% complete, or a final mark may be required by a certain deadline Check with each institution's specific requirements. For online coursework not required for admission you have until May/June to complete the course.

GENERAL STEPS/OUTLINE

- Step 1. Fill-In your Application before the Deadline. After you pay the fee, in about a week, you will get an e-mail from the PSI with instructions about what they would like you to do next. Make sure you make your PSI a safe sender in your e-mail account.

- Step 2. Send additional information by the deadline (i.e. Supplemental Application, Resumes, Portfolio, Video Interviews etc.) Some institutions may require students to write additional entrance/assessment tests such as an LPI, TOEFL, or IELTS. They will have deadlines as well. Check carefully!
- Step 3. Midterm and final marks are sent by the Ministry to the PSI on your behalf via STS. Check your student portal for any requests for self-reporting.

Complete the Post-Secondary Institutions (PSI) selections using the Ministry of Education

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Students who have applied to a university/college for entry in September are reminded to regularly **check the institution's secured student service website/portal** for new messages. Many sites require students to use the **Identification Number that was noted on their confirmation letter along with a password.**

Offers – Accept or Decline: Conditional offers begin arriving after all necessary documents received. They are time sensitive and require students to pay a deposit. It is important to check the deadline date regarding your 'Offer of Admission' and indicate your response on your student portal at the university/college before the deadline.