

## **HOW TO APPLY TO POST-SECONDARY - A STEP-BY-STEP GUIDE**

**STEP 1.** Fill-In Application before the Deadline or earlier for schools that have programs with first come first serve policies.

**BC, Institutions:** (Colleges & Universities)

Students may apply either directly to a specific institution or use BC's on-line Post-Secondary Application Service:

<https://www.educationplannerbc.ca/>

This service allows students to apply for admission to most public post-secondary institutions in BC. Students will need their P.E.N. and a credit card. Fill in the Common Form once, then apply to any institution you choose (payment for each institution chosen is required). You may also save and log back into your account at any time.

**Alberta Institutions:** (Colleges & Universities) <https://www.applyalberta.ca/>

**Ontario Universities:** B.C. students must apply on-line through the Ontario Universities Application Website:

<https://guidance.ouac.on.ca/student-resources/how-to-videos/> .It is recommended that BC students apply in fall.

**Applying to American Institutions:**

Education USA: Information on the application process: <https://educationusa.state.gov/your-5-steps-us-study#lop>

The Common Application: Application Service to over 600 American Institutions: <https://www.commonapp.org/>

Applying to UK Institutions: UCAS; Application service for UK Universities: <https://www.ucas.com/>

All Other Institutions: Varies-please check their website.

**STEP 2.** Send Additional Information: Personal Profile, Supplemental Application, Resumes, Portfolio. As well, some institutions may require students, who have not completed 4 consecutive years in Core English classes to write additional entrance / assessment tests such as an LPI, TOEFL, or IELTS. They will have deadlines so check carefully!

**STEP 3.** *Submit* Your Grades if required. Online via university portals or send Official Transcripts'. Some schools require students to self-report early in the year while others want students to wait for their 2<sup>nd</sup> term grades. Also, some schools may not provide a self-reporting option at all and require transcripts to be mailed at certain times throughout the year. Students must check with each institution's specific requirements.

*\*Grade 12 students that are taking a distance/distributed learning course -If a mark for the purpose of applying to a Post-Secondary Institution is required, the course must be either 50% complete or a final mark may be required by a certain Deadline. Check!*

*Students need to check with each institutions specific requirements and rules around using online courses for the purpose of admission.*

**STEP 4.** Fill-in the Student Transcript Service Form to Confirm Interim and Final Grades for Post-secondary schools applied to: The Ministry of Education has launched the student Transcripts Service (STS), a new online application for students to view their marks, scholarships, and transcripts, and send transcripts to post-secondary institutions and third parties.

To access the service, visit the Ministry of Education's *Order Transcripts and Certificates* website at

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/order-a-high-school-transcript-or-certificate> and follow the instructions found there.

1. Register for a BCeID (a BC Government account that provides you with access to BC Government online services)
2. Register for the Student Transcript Service using your BCeID
3. Log in to your Student Transcripts Service using your BCeID.
4. Follow the steps to have transcripts sent electronically to post-secondary institutions.

**STEP 5.** Check University Student Service Centre Portals: (accept offer - confirm registration date & time)

Grade 12 students who have applied to a university / college for entry in Sept are reminded to regularly check the institutions secured student service website / portal for new messages. Many sites require students to use the Identification Number noted on their confirmation letter/email and a password. These sites contain key details regarding admission offers, course pre-requisites, registration, deadline dates, contact information, grades, etc.

**STEP 6.** Offers – Accept or Decline: Conditional offers begin arriving after all necessary documents are received. They are time sensitive and require students to pay a deposit.

It is important to check the institution's deadline regarding your 'Offer of Admission' and indicate your response on your student portal at the university/college before the deadline. Also, pay the registration deposit before this important deadline date. Most institutions require time to process your deposit/payment before your registration date. Good Luck!