**How to Apply to Post-Secondary** mchang@sd43.bc.ca

(Optional) **ATTEND POST-SECONDARY FAIR & OTHER INFO SESSIONS** All Post-Secondary fairs, info sessions and campus tours will be virtual this year. Follow Ms Chang’s Team page and check out the calendar of events on her PMSS Career Centre website for current listings.   
 At these info sessions you can:   
 -Have a Q&A directly with the university  
 -Get to know what programs the post-secondary institution (PSI) offers  
 -Learn what the PSI is going to be asking from you  
 -Learn how to apply/ navigate their website  
 -Know who to contact at the PSI for additional questions

**APPLY TO COLLEGES/UNIVERSITIES**

**Colleges** - Begin accepting applications on a specific date and cut off applicants once a program is full so the earlier you apply, (as soon as it opens and not before), the better.

**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 specific date.

**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 $60 - $120 CAD

-Apply to B.C. Institutions (colleges & university): <https://apply.educationplannerbc.ca/>

-Apply to Alberta Institutions (colleges & university): <https://www.applyalberta.ca/pub/>

-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:   
*-Education USA:* Information on the application process: https://educationusa.state.gov/your-5- steps-us-study#top   
-*The Common Application:* Application Service to over 600 American Institutions: <https://www.commonapp.org/>

-Applying to UK Institutions:-UCAS: Application service for UK Universities: http://www.ucas.com/

-All Other Institutions: Varies – please check their website

**WRITE THE REQUIRED ENTRANCE TESTS IF NECESSARY**

**LPI:** http://www.lpitest.ca/ (for first year level English eligibility)

**TOEFL:** http://www.toeflgoanywhere.org or IELTS: http://www.ieltscanada.ca/ (For ESL students who have been in Canada a short period of time)

**SAT/ACT:** http://www.collegeboard.org/ (for study in the U.S.) Due to the current situation, for most US schools, the SAT/ACT will be optional this year. The sports associations (NCAA, NAIA) have also made it not part of the eligibility criteria. This will not be held against the students in any way.

**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 Student Secure 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 – [www.StudentAidBC.ca](http://www.StudentAidBC.ca)

**WEBSITES & RESOURCES:**

**UniversitiesCanada:** https://www.universitystudy.ca/  
Explore Universities, Search Programs, Find Scholarships Plan for University

**Canadian Colleges:** https://www.schoolfinder.com

**Education Planner:** http://www.educationplannerbc.ca Information on B.C. colleges & university program availability, application dates, tuition costs, admission requirements, lengths and more.

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

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

**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 (i.e. Broad Based Application (BBA), 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 so check carefully! **Step 3**. Submit Your Grades 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 2nd term grades. As well, some schools may not provide a self-reporting option 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. Students must check with each institution’s specific requirements and rules around using online courses for the purpose of admission and when to have them completed by.

**Step 4.** Complete the Post-Secondary Institutions (PSI) selections using the Ministry of Education Student Secure Website: <http://www.StudentTranscripts.gov.bc.ca>

- Make sure the PSI form is completed by the specified dates (To Be Announced).

-Transcripts are sent electronically to the majority of B.C. post-secondary institutions, University of Calgary, University of Alberta and Ontario Universities Application Centre.

- Final transcripts are sent by the Ministry at the end of July.

- Results from August exams are not available in time for September admission to postsecondary 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 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. These sites contain important 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 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. 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 applying!***  If you have any questions about the process, please don’t hesitate to reach out to me at [mchang@sd43.bc.ca](mailto:mchang@sd43.bc.ca) or on the PMSS Career Centre Teams page.