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 served policies
BC, Institutions: (Colleges & Universities)
Students apply via 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://www.ouac.on.ca/guide/105-about/ It is recommended that BC students apply in fall.
Apply to Ontario Colleges: https://www.ontariocolleges.ca/en/apply
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: Broad Based Application (BBA), Supplemental Application, Resumes, Portfolio. As well, some institutions may require students to write additional entrance/assessment tests such as 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 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! Most Online/distance education courses must be 100% complete by January 31.**
Students need to check with each institution's specific requirements and rules around using online courses for the purpose of admission

STEP 4, Fill-in the Student Transcript Service (STS) Form for Post-secondary schools applied to, so they can access your Interim and Final Grades. (This is necessary in order to receive an offer.):
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
 and follow the instructions found there.
1. Register for a BCeID if not already done. (a BC Government account that provides you with access to BC Government online services)
2. Register for the Student Transcript Service using your BCeID number
3. Log in to your StudentTranscripts Service using your BCeID.
4. Follow the steps in order 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 September are reminded to regularly check the iinsitution's secured student service website/portal for new messages. The post-secondary schools 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 institutions deadline regarding your 'Offer of Admission' and indicate your response on your student portal at the university/college before the deadline. Also, pay the acceptance deposit before this important deadline. Most institutions require time to process your deposit/payment before your course registration date.
     GOOD LUCK!