

Skills for Success Curriculum Resource Cover Page

Organization

College Sector Committee for Adult Upgrading (CSC)

Resource Title and Description (for Supporting Underrepresented Groups theme)

Applying for Admission to Ontario’s Public Colleges – Part 1

This is the first of a 3-part resource with information about applying to public college programs in Ontario. It is directed toward immigrants and groups who may be underrepresented in postsecondary education in Ontario, but domestic students may also find this information helpful. Part 1 discusses admission requirements, credentials and transcripts. Note that the information is current as of early 2024.

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	3
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency E - Manage Learning	N/A	2

Goal Paths (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Employment | <input checked="" type="checkbox"/> Postsecondary |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Independence |
| <input checked="" type="checkbox"/> Secondary School Credit | |

Embedded Skills for Success (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Reading |
| <input type="checkbox"/> Creativity and innovation | <input checked="" type="checkbox"/> Writing |
| <input type="checkbox"/> Digital | |

Notes:

The opinions expressed in this document are the opinions of the College Sector Committee for Adult Upgrading. The Government of Ontario and its agencies are in no way bound by any recommendations contained in this document.

Applying for Admission to Ontario's Public Colleges - PART 1

Introduction

Are you an immigrant considering applying for a program at one of Ontario's public colleges? If so, this resource will help you understand the application and admission process and the documents you need to apply.



This resource is the first in a series of three and covers the following topics:

1. Applying to college as an Immigrant
2. Admission Requirements
3. Academic Admission Requirements
5. Credentials
6. Transcripts

Let's get started!

1. Applying to Ontario's Public Colleges as an Immigrant Student

If you were born outside of Canada but now consider Canada your permanent residence, then you are an immigrant applicant. All programs in Ontario's 24 colleges are open to immigrants. The process for applying is similar to the one for Canadian-born applicants, except that you may be required to provide **proof of landing*** when applying to a college. You will also need supporting documents related to your academic history during your application process with the Ontario College Application Service ([Ontario Colleges](#)). Check with the college you are interested in attending for the information you may need to provide.

***Proof of Landing**

Also known as the **Record of Landing**, this document confirms the date and location of a person's first entry into Canada as a permanent resident. You can obtain a copy of your Record of Landing by filling out an application through the Canadian government website ([Application for a Verification of Status \(VOS\) or Replacement of an Immigration Document - Canada.ca](#)).



2. Admission Requirements

What is meant by “admission” requirements?

Each college program has requirements that applicants must meet to be considered for admission to the program. There are **academic** requirements such as high school (secondary school) diploma or equivalent, and usually one or more specific courses from high school. Some programs also have **non-academic** requirements, e.g. First Aid certification, vaccinations, criminal record check, etc. (You can find more information on academic and non-academic requirements in part 2 of this resource.)

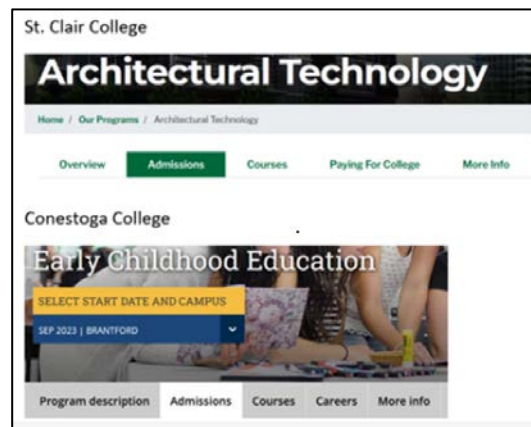
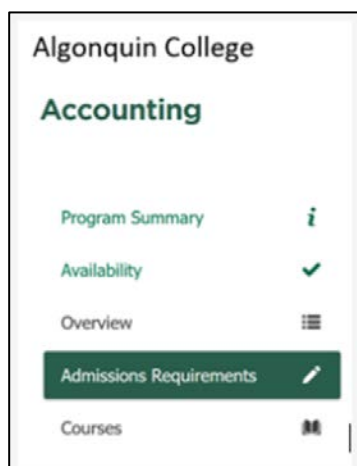
Having the admission requirements for a college program doesn’t guarantee that you will be offered a seat in the program. Some programs are very competitive, which means that there are many more applicants than there are seats in the program. For competitive programs, applicants are often rated based on the grades they received in the courses required for admission. There may also be other factors used in determining admission to competitive programs.

Admission requirements (academic or additional) do not typically need to be completed at the time of applying for a college program. * They must be completed before the program starts. Sometimes applicants who are taking courses that have admission requirements, e.g. English, mathematics, and/or sciences may be asked to provide proof of enrolment in those courses if they are not completed before the application is submitted.

All admission requirements are listed in each program on the individual college website. Different colleges may have different admission requirements for the same program, so it is always important to check the requirements for each college you are interested in.

On the program websites at each college, you may see **Admission Requirements, Admissions Requirements, or Admissions.**

Examples of Admission Requirements on 3 College Program Websites



<https://www.algonquincollege.com/ro/admissions/admissions-requirements/>
<https://www.stclaircollege.ca/programs/admission-procedures>

Quick Quiz 1

Decide if each statement below is true or false. Write T or F in the space to the left of each statement.

	1. All college programs have admission requirements.
	2. Most admission requirements need to be completed before the start of your program.

3. Circle the correct answer. You can usually find the requirements for each college program on the college website listed as:

- A. College requirements, Program Requirements, Admissions
- B. Admission Requirements, Admissions Requirements, or Admissions.
- C. Admission Requirements, Academic Requirements, Program Requirements

3. Academic Admissions Requirements

Academic requirements are usually courses which have been completed at a high school (or equivalent) level. Such courses can be completed at a high school inside or outside of Ontario for students in the K to 12 system. For adult learners, high school courses can be completed at most school board adult education centres, or through the Academic and Career Entrance program at one of Ontario's colleges. The Independent Learning Centre www.ilc.org also offers high school credit courses to eligible adults in Ontario. In addition, there are private online high schools that offer courses to adult learners.

Academic requirements are listed in many ways on the college program websites. See the examples below.

<p>Centennial College</p> <p>Academic Requirements</p> <ul style="list-style-type: none">• Ontario Secondary School Diploma (OSSD), or equivalent, or mature student status (19 years or older)• Grade 12 English (C or U), or equivalent (minimum grade required), or take the Centennial College English Skills Assessment for Admission• Grade 11 Mathematics (M or U) or Grade 12 Mathematics (C or U), or equivalent (minimum grade)	<p>Northern College</p> <p>General Admission Requirements</p> <ul style="list-style-type: none">▶ Ontario Secondary School Diploma (OSSD)	
<p>Durham College</p> <p>Admission Requirements</p> <ul style="list-style-type: none">» Ontario Secondary School Diploma (OSSD) or Mature St» Grade 12 English (C or U)» Grade 11 or 12 biology (C, M or U)	<p>Northern College</p> <p>General Admission Requirements</p> <ul style="list-style-type: none">▶ Ontario Secondary School Diploma (OSSD)▶ Grade 12 English (C, U)▶ Grade 12 Math (C, U)	<p>Sheridan College</p> <p>Admission Requirements</p> <p>Program Eligibility</p> <p>Ontario Secondary School Diploma or equivalent, including these required courses:</p> <ul style="list-style-type: none">• One English, Grade 12 (ENG4C or ENG4U)

<https://www.centennialcollege.ca/admissions>

<https://www.northerncollege.ca/admissions/>

Quick Quiz 2

1. Circle the correct answer to complete the statement below.

Courses required to meet academic admission requirements can be completed at:

- A. A high school
 - B. A school board adult education centre
 - C. An Academic and Career Entrance program at a college
 - D. The Independent Learning Centre
 - E. Private online high schools
 - F. All options are correct
-

4. Credentials

We receive a **credential** when we complete some type of **formal training** or **education**. At the end of a training or educational program, a credential is issued, which states the name of the training and the organization or school where the training was taken.

The following are typical credentials that are issued by Ontario's public colleges:

- certificate
- diploma
- advanced diploma
- degree
- letter of recognition
- micro-credential

The credentials that can be used to apply to Ontario public college are;

- the Ontario Secondary School Diploma (OSSD)
- the Academic and Career Entrance (ACE) Certificate
- individual courses completed in academic upgrading/ACE program at a college
- the General Education Development (GED) certificate (does not apply for application to all college programs)
- credentials from outside of Ontario if they are evaluated as equivalent to the admission requirements.

More about the Credentials Approved by College Admissions:

a) OSSD – Ontario Secondary School Diploma

Some colleges list the OSSD as part of the academic requirements for program admissions.

Note: you do not have to have an OSSD to apply for and be successful in a college program.

To apply for most programs, it is enough to have completed the required courses that are listed in the academic admissions requirements.

The OSSD is issued in Ontario for the completion of 30 secondary school (high school) courses and obtaining 30 course credits. The courses must be completed at a Ministry of Education approved school. Often, a secondary school graduate earns an OSSD but may be missing specific courses needed to meet admission requirements if they did not take those courses while in high school.

b) Academic and Career Entrance (ACE) Courses and Certificate

The ACE Certificate is a grade 12 equivalent, non-postsecondary certificate offered by Ontario’s public colleges. ACE courses meet admission requirements for college certificate and diploma programs. The ACE certificate is also recognized as a grade 12 equivalent credential to register as an apprentice in Ontario. A growing number of employers recognize the ACE certificate for hiring and promotion.

To qualify for the ACE Certificate, you need to complete the following courses:

- ACE Communications (English or French)
- One ACE mathematics course
- Any two other courses from the approved ACE courses

ACE courses are offered through “Academic Upgrading” programs at all of Ontario’s public colleges. ACE courses are free to eligible Ontario residents and can be used to meet admission requirements for college certificate and diploma programs. In most cases, adult learners do not need to complete the full ACE certificate requirements noted above. They can just complete the individual courses need to meet the academic admission requirements to apply for a college program.

ACE courses are equivalent to grade 11 or grade 12 “college preparation” high school courses and include Communications (English or French) , mathematics, biology, chemistry, and physics. To find out more about the ACE program and courses, search for “ACE program” or “Academic Upgrading” on your local college website.

Credentials obtained outside of Canada may also be considered to meet academic admission requirements. For more information, please consult part two of this resource.

Quick Quiz 3

True or False? Write T or F in the space beside each statement.

	1. A candidate must have an OSSD to apply for and be accepted in a college program.
	2. To get an ACE certificate, you must complete a total of 4 courses.
	3. ACE courses are available through any Ontario secondary school.

Reflection:

What credentials do you possess for the college program you are thinking of applying for?
What credentials or courses might you be missing?

5. Transcripts

A transcript is a detailed record of your academic history from the schools you have attended, either in or outside of Ontario. A transcript lists the courses and final grades you received in the courses you took at that school or institution. It also lists the name of the school, the dates the courses were completed, and if applicable, the credential you received, e.g. high school diploma, postsecondary certificate, diploma, or degree, etc. The transcript is typically printed on official paper and may contain signatures of the school officials.

For the transcript to be **valid** for applying to a college, it needs to be sent from the school where the courses were completed **directly** to the college(s) to which you are applying. When you apply for a college program, you can request that your transcript be sent to the college by yourself, or you can request that it be sent through your online application account on the ontariocolleges.ca website.

Quick Quiz 4

Circle the best response:

1. A transcript lists:
 - A. the courses you took, your grades, your date of birth and your address.
 - B. your date of birth, the name of the school, the courses you took, and your grades.
 - C. the courses you took, your grades, the name of the school, and the dates courses were completed.
 - D. the courses you took, your grades, the name of all the schools you attended, and the dates courses were completed.

Decide if each statement below is true or false? Write T or F in the box to the left of the statement.

	2. A photocopy of your transcript is valid and will be accepted.
	3. You can personally drop off a copy of your transcript at the college you plan on attending.
	4. You can request your transcript to be sent to the college by yourself or through the ontariocolleges.ca website.

Summary

Now that you have completed this module, you should be better informed about some of the admission requirements needed to enroll in a college program. As mentioned, inquire directly with your chosen college to gather any information regarding questions you may have.

All the best for success in your studies!



Answer Key:

There are no right or wrong answers for the “Reflection” questions.

Quick Quiz 1

1. True
2. False
3. B

Quick Quiz 2

1. F

Quick Quiz 3

1. F
2. T
3. F

Quick Quiz 4

1. C
2. False
3. False
4. True