



## NORKAM SECONDARY SCHOOL

### STEP BY STEP GUIDE TO APPLYING FOR A POST SECONDARY INSTITUTION

1. Decide where you want to attend-- university/college. Most students pick 2 or 3 institutions.
2. Try and visit the campus if at all possible. Most universities/colleges offer tours.
3. Attend any University/College presentations at EMS to get more information and your questions answered.
4. Attend the BC Post Secondary Institution (PSI) evening and Canadian Universities Event (CUE).
5. Familiarize yourself with the admission requirements for the School and Faculty you plan to apply to.
6. Pay attention to the application deadlines.
7. If applying to BC universities/colleges go to [educationplannerbc.ca](http://educationplannerbc.ca) and set up your account to apply directly to the institution via the website.
8. If applying to Ontario universities go to [www.ouac.on.ca](http://www.ouac.on.ca) and set up your account.
9. If applying to universities in other parts of Canada go to the individual university websites.
10. Before applying to the university have a first and second choice of faculties (eg. 1st choice Science; 2nd choice Arts).
11. All you need to fill out the application form is your choice of faculties and a credit card.  
Remember you can save an incomplete application and return to it later.
12. Once you have applied you will start to receive emails from each institution. **MAKE SURE YOU READ THE EMAILS AND FOLLOW DIRECTIONS.** These emails will give you a “to-do list” with deadlines. Write down your new email addresses (for the different schools you have applied to) along with your username and PW; do not resort to your memory.
13. Do not ask for an interim transcript until the universities/colleges ask you to send one in.
14. Make sure you have created an account on [Student Transcripts Service \(STS\)](#) and selected which schools the Ministry needs to send your marks to automatically for you.
15. If you are asked to self-report grades, be accurate and do not inflate your grades. Remember to have evidence to support your marks (eg. report card, marks print out, Diploma Verification).