



International Application Service

Applicant Portal User Guide

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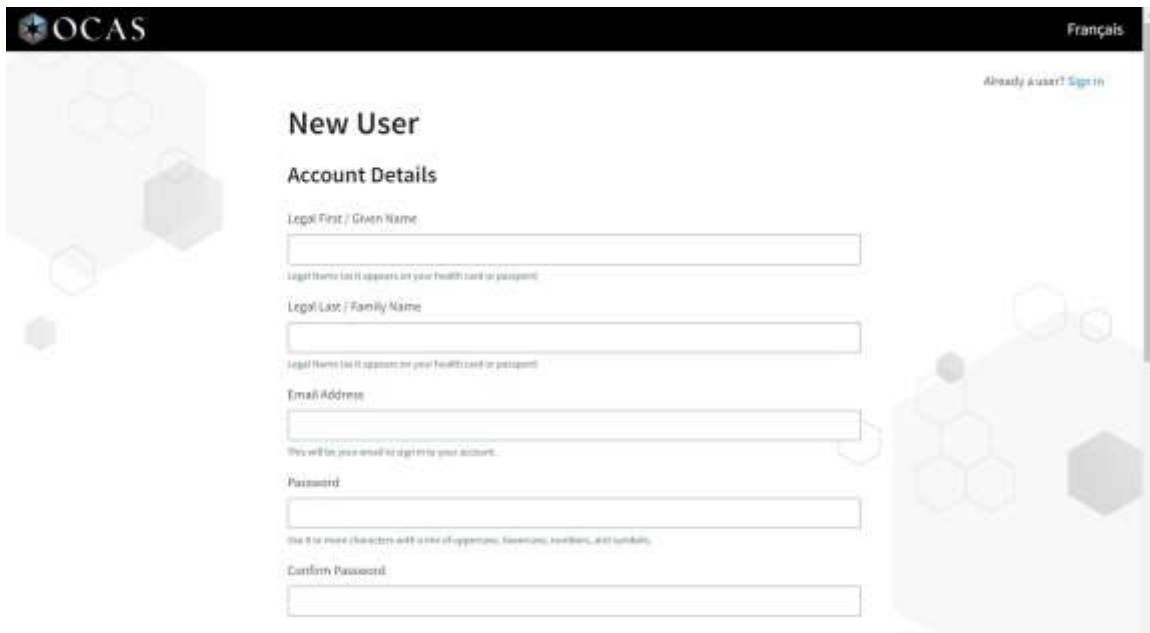
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Access the Applicant Portal

Create Your Account

1. When you click Apply Now on the college website, or <https://international.ocas.ca/applicant>, you will be directed to the Applicant portal where you can sign up and create an account. You will be prompted to provide your legal name, date of birth, email address, create a password, and three password recovery questions.



The screenshot shows the OCAS 'New User' registration page. The page has a dark header with the OCAS logo on the left and the word 'Français' on the right. Below the header, there is a 'New User' section with the sub-heading 'Account Details'. The form includes several input fields: 'Legal First / Given Name', 'Legal Last / Family Name', 'Email Address', 'Password', and 'Confirm Password'. Each field has a small text prompt below it, such as 'Legal Name (as it appears on your health card or passport)'. There is also a link for 'Already a user? Sign in' in the top right corner.

2. Once you create your account you will be sent an activation email. Check your email to continue.



3. Click the activation link to activate your account.

Log in to the Applicant Portal

Follow the steps below to sign into an existing account.

If you have forgotten your password, refer to the [Reset Forgotten Password](#) section.

If you need to register a new account, refer to the [Create Your Account](#) section.

1. Go to the login page on the college's international website or go to <https://international.ocas.ca/applicant>.
2. Enter the email address and password that you chose while registering your account.

The image shows a screenshot of the OCAS International Applicant Portal login page. At the top left is the OCAS logo, and at the top right is a language selector for 'Français'. Below the header is a banner image of a young woman and a young man smiling. The main heading reads 'Sign in to the OCAS International Application Service (IAS) Applicant Portal'. Below this, there is a back arrow icon followed by the email address 'patti_uatest@qa.ocas.ca'. Underneath is a text input field labeled 'Enter password' with a password visibility icon (an eye with a slash) to its right. Below the password field is a checkbox labeled 'Remember Me'. Further down are two links: 'No account? Create one!' and 'Forgot password?'. At the bottom right of the form area is a blue 'Sign in' button. At the very bottom of the page, there are links for 'Contact Us', 'Privacy', and 'Terms of Use'.

3. Click **Sign in**.

Change My Password

Reset Forgotten Password

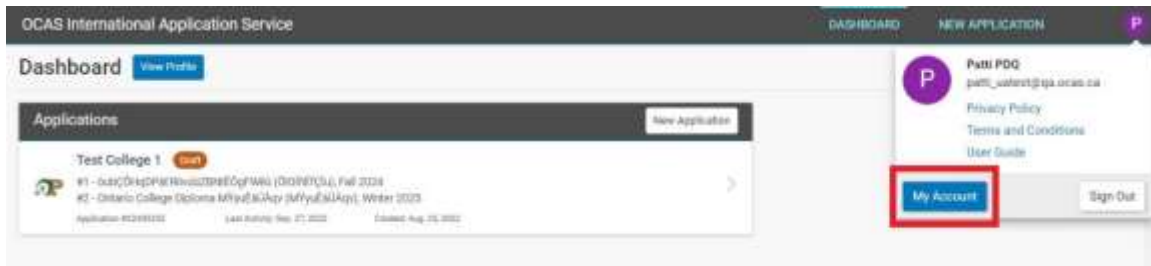
1. Go to <https://international.ocas.ca/applicant>.
2. Enter the email address you used to create the account and click **Next**.
3. On the next screen, click **Forgot password**.



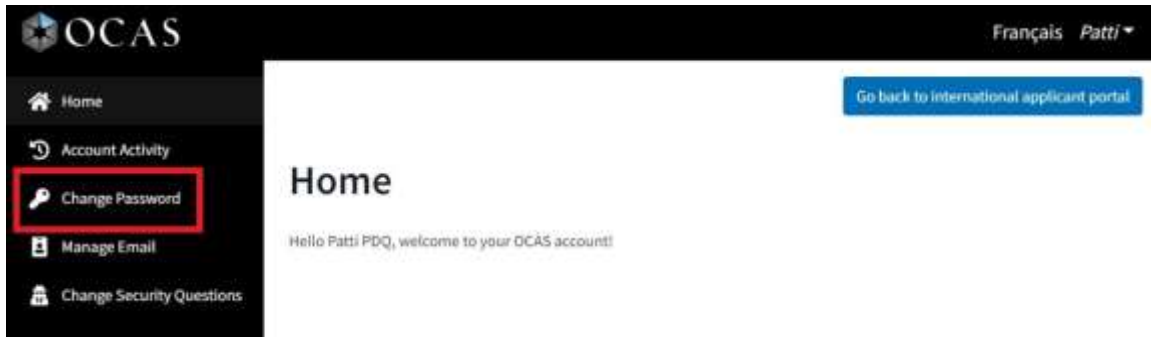
4. On the Forgot Password page, click **Reset Password**.
5. Check your email for an Account Assistance message.
If you don't see it, check the Junk folder.
6. Click the link to reset your password.
7. On the Password Reset page, create a new password that satisfies the following criteria:
 - Between 8 and 16 characters in total
 - At least three of the following:
 - a lowercase letter (a-z)
 - an uppercase letter (A-Z)
 - a number (0-9)
 - at least one of these special characters:
@ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
8. Click **Create**.

Change Password When Signed In

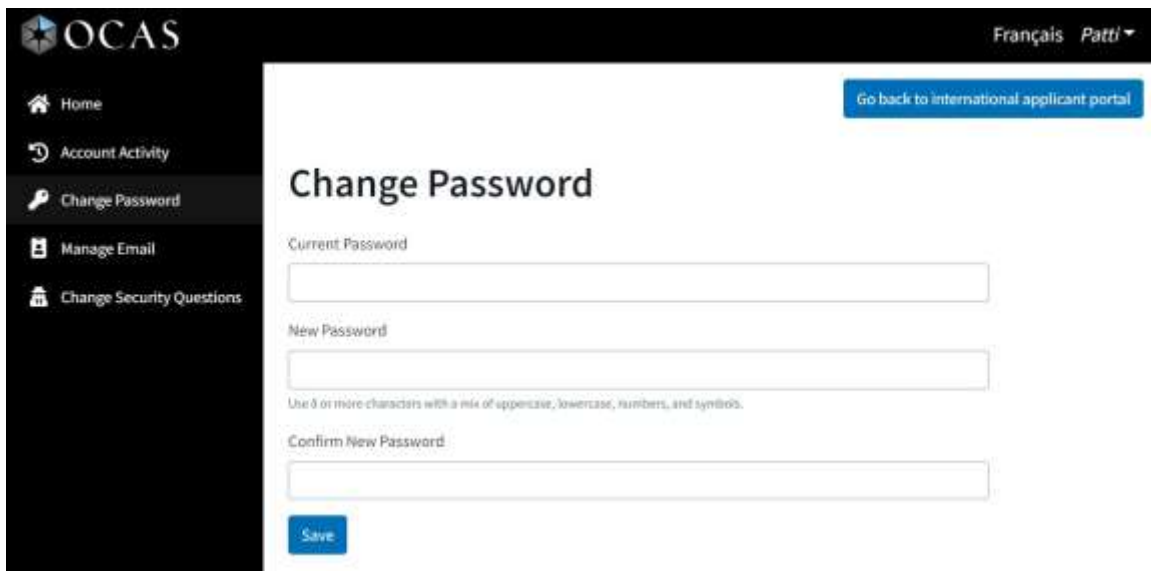
1. Sign into the applicant portal.
2. Click on the icon with your initial in the top right corner of the screen to access your account details.



3. Click **My Account**. You will be redirected to the account management page.
4. On the account management page, click **Change Password**.



5. On the Change Password page, enter your current password.



6. Create a new password that satisfies the following criteria:
 - Between 8 and 16 characters in total
 - At least three of the following:
 - a lowercase letter (a-z)
 - an uppercase letter (A-Z)
 - a number (0-9)

- at least one of these special characters:

@ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .

7. Confirm the new password and click **Save**.

You will be logged out and prompted to log back in with the new password.



Start an Application

When you log in to your account for the first time, you will have to fill out the New Applicant details.

New Applicant Details

1. Fill out your personal information:

- First Name
- Last Name
- Date of Birth
- Email
- Current Status in Canada
- Primary Country of Citizenship
- Passport Number

The screenshot shows a web form titled "New Applicant" with the instruction "Please tell us about yourself:". The form contains the following fields and options:

- First Name:** Text input field containing "Patti".
- Last Name:** Text input field containing "PDQ".
- Date of Birth:** Date picker field showing "2002-08-21".
- Email:** Text input field containing "patti_uatetest@qa.ocas.ca".
- Current Status in Canada:** Dropdown menu with "No status in Canada" selected.
- Primary Country of Citizenship:** Dropdown menu with "Albania" selected.
- Passport Number:** Text input field containing "A2345678".
- Privacy Policy Agreement:** A checkbox that is checked, with the text: "I am an applicant and I agree that OCAS may process my personal data in accordance with its Privacy Policy, or I am applying on behalf of an applicant and confirm that the applicant has been advised in writing that OCAS will process personal data in accordance with its Privacy Policy and that the applicant has been provided (or directed to) a copy of the Privacy Policy found at the following link: <https://www.ocas.ca/privacy>".

At the bottom of the form, there are two buttons: "Continue" (highlighted in blue) and "CANCEL + SIGN OUT".

Note: Please enter your name exactly as it is shown on your Passport.

It is possible to define only a first name or only a last name (in this case, leave the other name field blank).

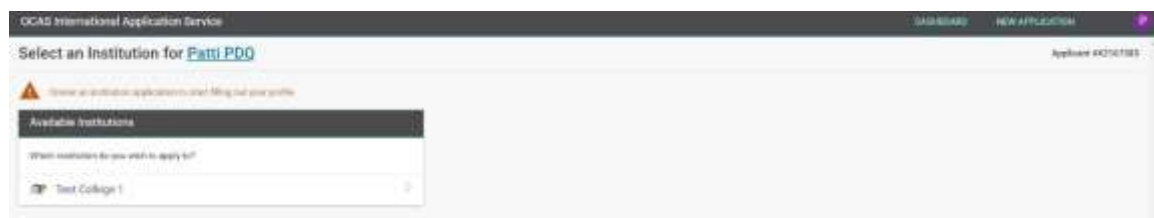
Names written in either all capital or all lower-case letters will be automatically corrected to the correct case.

2. Select the acknowledgement checkbox to indicate that OCAS may process the data that you've entered; then click **Continue**.

Select a College

A list of available colleges will be displayed.

You will only be able to view the colleges using the ocas.ca international portal, if you would like to apply to a college you don't see on the available colleges list, please contact that college's International department to learn how to apply there.



Pre-Application Checklist

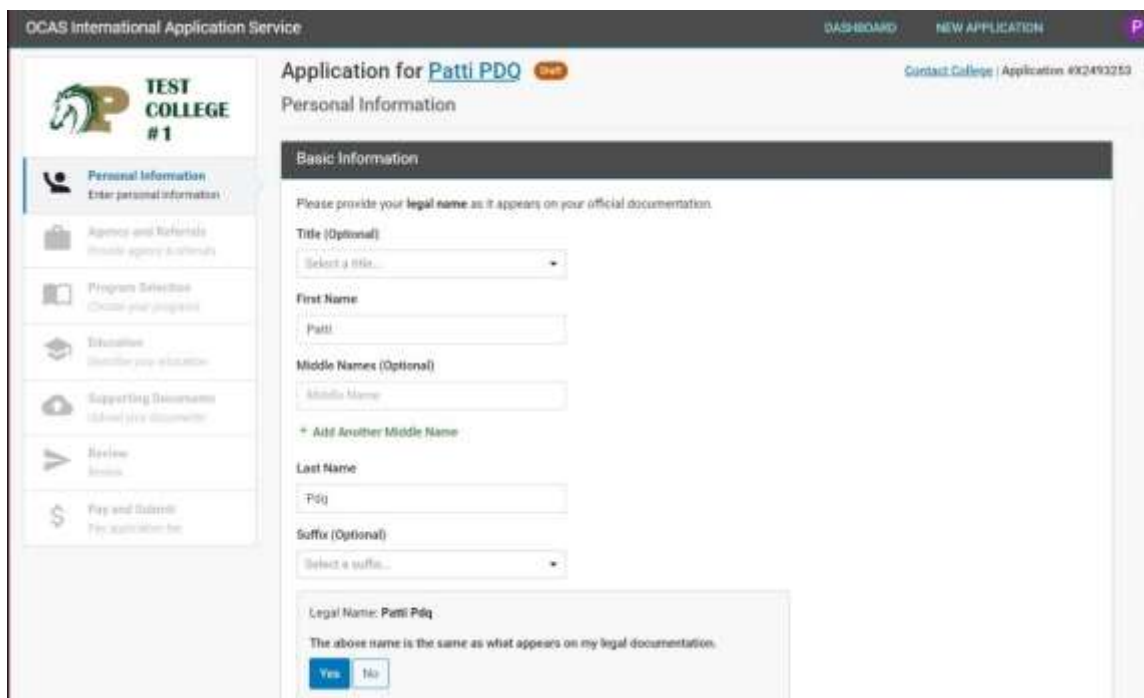
When you select a college, you will be taken to a pre-application checklist, which provides information such as how many programs you can apply to, admission requirements, program start dates, availability, and application fees.

Once you have read through this information, click **Start my Application**.



Personal information

The next step in the application process is the Personal Information page, as shown below.



The screenshot shows the OCAS International Application Service interface. The top navigation bar includes 'DASHBOARD' and 'NEW APPLICATION'. The main header displays 'Application for Patti PDO' and 'Personal Information'. A sidebar on the left contains navigation options: 'Personal Information', 'Agency and Referrals', 'Program Selection', 'Education', 'Supporting Documents', 'Review', and 'Pay and Submit'. The main content area is titled 'Basic Information' and contains the following fields and instructions:

- Instruction: Please provide your legal name as it appears on your official documentation.
- Title (Optional): Select a title...
- First Name: Patti
- Middle Name (Optional): Middle Name
- + Add Another Middle Name
- Last Name: Pdq
- Suffix (Optional): Select a suffix...
- Legal Name: Patti Pdq
- Confirmation: The above name is the same as what appears on my legal documentation.
- Buttons: Yes, No

Basic Information

1. Enter **Title** (for example: Mr., Dr., or Miss). This step is optional.
2. Enter **First Name**, also known as Given Name.
3. If needed, enter a **Middle Name**.
Use the **Add Another Middle Name** button to add any additional Middle names if they appear on official documentation.
4. Enter **Last Name**, also known as Family Name or Surname.
5. If applicable, enter a **Suffix**.
6. Confirm that the legal name is the same as what appears on legal documentation. Once this information is correct, click **Yes**.
7. If you have a casual name that you use, click **Add Casual Name**, enter the details, and click **Done**.
8. Confirm that your **Date of Birth** is correct.
9. Select your **Country of Birth**.
10. Select **Gender** identity.
11. Select **First Spoken Language (Mother Tongue)**.

Citizenship

1. Select **Current Status in Canada**.

Status in Canada:

- Select **No Status in Canada** if you intend on applying for a visa/study permit but have not yet.
- Select **Study Permit / Student Visa** if you are already in Canada on a Study Permit (A copy of the study permit will be required).
- Select other options as necessary

2. Confirm **Citizenship** information that was previously entered.

3. Confirm Passport Number.

Address

1. Enter mailing address. Ensure that you use a valid mailing address.

2. If you currently live at this address, select the **Yes** button to the question ‘Is your current address the same as your mailing address?’.

If you live at a different address, select the **No** button, and enter your current address

Contact Information

1. Enter at least one phone number.

You may enter any additional phone numbers or email addresses where you would prefer to be contacted.

2. Enter all needed details for an Emergency Contact.

3. Click **Save + Continue**.

Note: If any information is missing or incomplete, you will be returned to the Personal Information page and missing fields will appear red in color.

Fill out all fields that are red. Once all fields are filled out correctly, you will proceed to the next step

Agency and Referrals

Agency Details

Are you working with an Agent? (Yes or No)

If **Yes**

1. Click the **Yes** button under the question ‘Are you working with an Agent?’
2. An Agency will be pre-selected from the dropdown.



3. Indicate authorization for agent to act on your behalf in all matters concerning application for admission to the college.

OCAS International Application Service

Application for **Patti Pdg**
Agency and Referrals

Agent Details

Are you working with an agent?

Which agency does your agent work for?

I hereby authorize my agent to act on my behalf in all matters concerning my application for admission to Test College 1.

4. Click **Save + Continue**.

If **No**

1. Click the **No** button.
2. Click **Save + Continue**.

Referral Details

If you were referred by either a student at the college or an exchange partnership school, you will be able to declare that on this page, which will allow the application fee to be waived.

Exchange Partnership School

1. If you were referred through an exchange with a partner school, click **Yes**.
2. Select the name of the school the applicant is associated with from the drop-down menu and click **Save + Continue**.

Refer a Friend

1. If you were referred by a student at the college through a “Refer a Friend” program, select **Yes** under that section.
2. Enter the name of the referring student, their student ID, and email address.
3. Click **Save + Continue**.

OCAS International Application Service

We do not require any additional information because you are not working with an agent.

Referral Details

Exchange Partnership School

Are you associated with a Test College 1 exchange / partnership school?

Which school are you associated with?

Refer a Friend

Test College 1's International Refer-A-Friend program has been designed to reward current students and Test College 1 alumni for referring new international students to Test College 1 (alumni referrals must verify graduation from Test College 1). This only applies to the first application received by the international office regardless of the date of that application. Note: Sponsored students cannot be referred as part of the Refer a Friend program.

Are you applying through the Test College 1 Refer a Friend program?

Existing Student Information

If you attended the college previously, enter that information here.

1. Click **Yes**.
2. Enter your college student ID and college email address.
3. Click **Save + Continue**.

Program Selection

1. Select the option that best describes your level of English proficiency.

Once selected, the 'First Program Choice' box will appear below.

2. Select the **Term** when you would like to begin study. Be certain to account for time to acquire visas and relocate to the program destination, if applicable.
 - Fall: Programs that start between August and November
 - Winter: Programs that start between December and March

- Spring: Programs that start between April and July
3. Select the Credential Type you prefer.
 - Any Credential Type: Select this to view all programs
 - Degree: Eight semesters (four years) of study
 - Ontario College Diploma: Four semesters (two years) of study
 - Ontario College Advanced Diploma: Six semesters (three years) of study
 - Ontario College Certificate: Two semesters (one year) of study
 - Ontario College Post-Graduate Certificate: Require previous post-secondary certificate or diploma for admission: Length varies
 - Other: Length varies
 4. Select the program you would like to apply to from the Program Name drop-down menu.
 5. Once a program is selected, its availability at various campuses will be shown below. Select the desired campus and start date for the program. If the selected program is offered at multiple campuses and start dates (referred to as an intake), you will see multiple options; click the checkbox beside the desired campus and start date combination.

Agent Portal

First Program Choice

Term
Winter 2022

Credential Type
Ontario College Diploma

Program Name
Diploma 1 (TST201)

Select a campus and start date:

Campus	Start Date	Availability
<input type="checkbox"/> Main	Jan. 4, 2022	Open
<input checked="" type="checkbox"/> Secondary	Jan. 4, 2022	Open

Credential: Ontario College Diploma
Approximate Program Completion Date: Jan. 4, 2023
Length: 3 Month(s)

+ Add Another Program

Save + Continue

6. If you want to apply for more than one program at the college, click **+ Add Another Program**, and repeat the steps.
7. Once you have added at least one program choice, click **Save + Continue**.

Note: You may select a program only if it has a Campus and Start Date with an availability of Open or Waitlisted. You may not apply to a program intake that is closed.

Education

You must list at least one school you have attended in order to continue with the application.

1. In the Education section, click **Add School**.

The screenshot shows the OCAS International Application Service dashboard for user Patti Pdg. The 'Education' section is active, showing 'Your Program Selections' and 'Educational History'. The 'Educational History' table lists two schools:

School	Location	Status
Secondary / High School ABC	Winn, DCAN, Illinois	Completed Start Date: Sep 1, 2016 Completion Date: Jun 25, 2018 (Length of Study: 2.6 years)
College DEF College	Thema, DCAN, Alabama	Completed Start Date: Sep 1, 2019 Completion Date: Apr 25, 2022 (Length of Study: 2.6 years)

2. In the pop-up window, fill out the details of the Applicant's previous and current schooling.

The 'New School' pop-up window contains the following fields:

- School Type: Select a school type...
- School Name: School Name
- City: City
- Country: Select a country...
- Province / State / Prefecture: Select one...
- Program (Optional): Program
- Status: Select a status...
- Start Date: yyyy-mm-dd
- Credential Received: Select a credential type...

Buttons: CANCEL, DONE

The following are some of the Credential Received options:

- For secondary / high school: Senior Secondary / High School Graduation Diploma
- For college: Diploma, Certificate, Graduate Certificate, or Degree
- For university: Degree, Master, Doctorate, Bachelors, or other

3. Click **Done**.
4. Use the **+ Add Another School** button to include any additional schooling information. Please list all relevant education background.
5. You may use the 'Edit' or 'Delete' buttons to the right of each school to modify details or remove schooling information from your account.

If English Proficiency Test Scores are available, enter them using the following steps:

1. In the English Proficiency Test Scores section, click the **Add Test Score** button.
2. In the pop-up window, fill out the details of your test scores. If you have a test date booked for their English Proficiency test, provide this in the Date of Completion field.

New Test Score ✕

Please provide as much detail as possible about this test score.

Test Type

Select a test type...

Date of Completion

yyyy-mm-dd 📅

If not complete, please enter the expected date of completion.

Score (Optional)

Score

Can you provide sub-scores for Listening, Reading, Writing and Speaking?

Yes No

CANCEL DONE

3. If available, add a detailed breakdown of test scores for Listening, Reading, Writing and Speaking.
4. Click **Done**.
5. Use the **+ Add Another Test Score** button to include any additional Test Score information.
6. You may use the 'Edit' or 'Delete' buttons to the right of each Test Score to modify details or remove Test Score information from your account.

OCAS International Application Service

College: (876) College Texas State Austin Completed

Start Date: Oct 1, 2019 Open Date: Apr 25, 2022 Length of Study: 2 Years

This will be required to provide proof for each school you have defined in the Supporting Documents section.

English Proficiency Test Scores

Please provide your English proficiency test scores.

Applicants whose first language is not English may meet English proficiency requirements by taking one of the following English Language proficiency tests. The assessment may involve reading, writing, speaking and listening. The minimum score required can differ depending on the program. The minimum acceptable scores are listed below:

+ Add Another Test Score

Test Name	Date of Completion	Sub-Scores
TOEFL	Apr 18, 2022	Listening: TO Reading: TO Writing: TO Speaking: TO

This will be required to provide proof of your completed English Proficiency test scores in the Supporting Documents section.

Save & Continue

Note: Check each college’s admission requirements to ensure that the College will accept the specified English Proficiency test type and scores.

Supporting Documents

Now that you’ve added your education and English proficiency details, the next step is to upload the supporting documents.

The Supporting Documents page is organized into groups, based on the following document categories:

- **Proof of Citizenship**

Note: A passport is a required document for Proof of Citizenship.

- **Academic Documents** for each school entered on the Education page
- **Test Scores** for the type of English Proficiency reported

You must provide at least one supporting document for each set of test scores entered on the Education page.

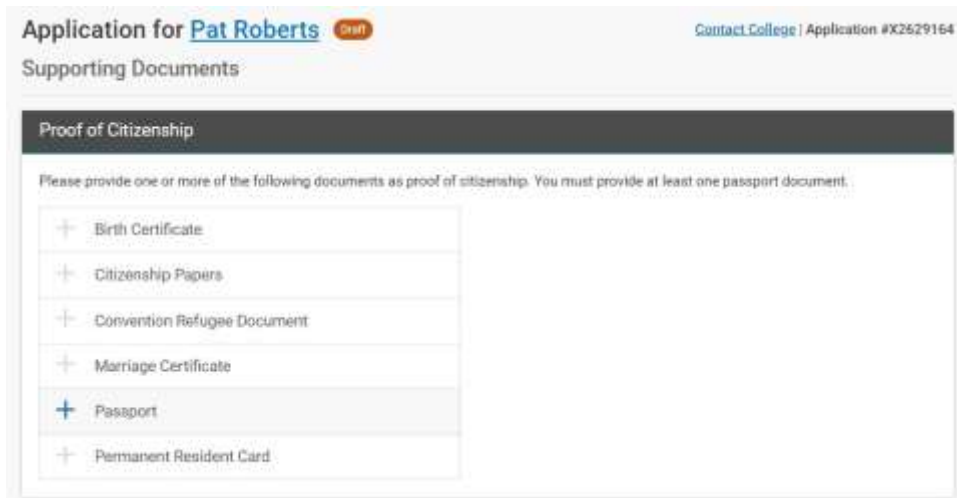
If the test is not yet completed, provide a document that shows proof of enrollment or proof of the scheduled test date.

- **Visa Documents**
- **Program Specific Document Requirements**

Examples: Portfolios, Proof of Deposit or Tuition Payment, Resume, or CV

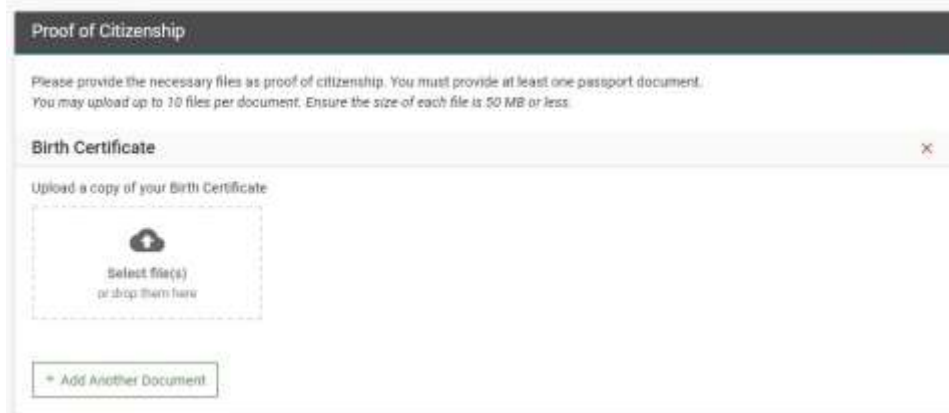
The following steps explain how to add a Birth Certificate as Proof of Citizenship. The process is the same for each type of supporting document that you need to add.

1. In the Proof of Citizenship section, click **Birth Certificate**.



2. Click the Select file(s) area to select the document to upload or drag and drop a document from your computer onto the upload window.

Note: The scanned documents or photographs that you upload must be of good quality and easy to read.



The Birth Certificate document is added to the application. Documents in accepted formats will appear in green. Documents in unaccepted formats will show an error.



After you upload a document, the system checks for duplicate files, based on the file name and size. If an uploaded file matches one already in the system, a warning message is displayed. You must remove the duplicate file before continuing with the application.

3. If you want to add another Proof of Citizenship document, click **+Add Another Document** and repeat the steps.
4. To add another type of document, scroll down the Supporting Documents page to the appropriate section, click the type of document that you want to add, and repeat the steps.
5. When you are finished adding the documents, click **Save + Continue**.

Are You Missing Required Documents?

The application can be saved as Draft state; this allows you to return to the Agent portal at a later date/time and upload the remaining documents, then submit the application at that time.

It's also possible to provide additional supporting documents after the application is submitted, such as Final Academic Transcripts or English Test Scores.

Review

1. Review the information to ensure accuracy and completeness and use the **Change** button at the top of each section to go back to an earlier section in order to make revisions or corrections.
2. Scroll down this page to review the provided Program Selections, Education, English Proficiency, and Supporting Documents.
3. If everything is correct, click **Continue** to proceed to the payment screen

OCAS International Application Service

Application for **Patti Pdg**

Review

Please review the information below for accuracy and completeness. If everything looks correct, you may proceed to payment.

Selected Programs [Change]

#1 - 0ubÇ0HqDPaRrWuZBNÉ0gFW6s (0i0RE5Çk)
Term: Fall 2024
Reference: Third Campus - Aug. 25, 2024
Credits: Ontario College Advanced Diploma

#2 - Ontario College Diploma MYyuEki0Aq (MYyuEki0Aq)
Term: Winter 2023
Reference: Secondary - Jan. 31, 2023
Credits: Ontario College Diploma

Agency Details [Change]

No agency assigned to this application.

Personal Information [Change]

Basic Information	
Legal Name:	Hiti Hiti
Date of Birth:	Aug. 21, 2002
Country of Birth:	Albania
Gender:	Female
First Language:	Albanian

Payment and Submit Application

Review Order Summary and Apply Coupon

1. Review the Order Summary. If there is an active Fee Waiver (as part of the agreement the Agency has with the particular college), then you will see the appropriate fee waiver reduction amount. No payment is required if the full application fee is waived.
2. If you have a coupon, enter the code in the Coupon Code box and click the 'Apply Coupon' button to receive a discount.

OCAS International Application Service

Application for Patti Pdq

Pay and Submit

Order Summary

Review your order to ensure it is correct.

Description	Amount
Application Fee	\$100.00
Amount Owed	\$100.00

Have a coupon? Apply one now to receive your discount.

Apply Coupon

Pay Now

Initiate Payment

1. When you are ready to pay for the application, click **Pay Now**.
2. On the pop-up window, click **Continue**.

You will be redirected to an external payment provider, Flywire, to complete the payment.

Pay Application Fee

You will be redirected to our external payment provider. Once you have paid the application fee, return to this window to submit your application.

CANCEL CONTINUE

Make Payment Through Flywire

1. If you have a Flywire account, sign in to complete the payment. If not, register a new account.
2. Complete and confirm the relevant payment information; then click **Continue Payment**.
3. If applicable, follow the instructions to complete the payment and click **Return to OCAS**.
4. Once the payment has been made, Flywire must process the payment before you can submit the application.

Application for **Ken Uatest** Draft Contact College | Application #X1527666

Payment

Order Summary

Review your order to ensure it is correct.

Description	Amount
Application Fee	\$100.00
Flywire - OCAS56982351 (Payment Pending)	-\$100.00
Amount Owed	\$0.00

[Refresh Order Summary](#)

i Your application payment is being processed. Processing times vary depending on your payment method. Bank and wire transfers may take up to several days to process. Refer to the Flywire tracking ID provided above for details on your payment status. You will receive an email receipt when your payment has been processed.

NOTE: You **MUST** return back to this page, and click "Save and Continue", then "Submit" in order for the college to receive and process your application.

When Flywire has processed the payment, the payment status will be changed to Guaranteed and you will be informed by email.

If the payment has been cancelled for whatever reason, you will also receive an email notification.

- After the payment status has been updated to Guaranteed, click **Save + Continue**.

You will see a confirmation message on the next page.

- Click **Done** to return to the Applicant dashboard.

View Application Status

- Log into your account.
- From the Dashboard view, information about your college applications will display. Click on the Application you would like to view details for.

The application status is displayed next to each application in the list. Applications can either be in 'Draft', 'Review' or 'Closed' status.

OCAS International Application Service
DASHBOARD NEW APPLICATION P

Dashboard View Profile Applicant #X2167585

Applications New Application

	Test College 1 Draft	<small>#1 - SybcChupPerfRwXIZEMEGrW6) (OONRETC)g, Fall 2024 #2 - Ontario College Diploma MYyENJAq) (MYyENJAq), Winter 2025</small>	>
<small>Application ID: 123456789</small>		<small>Last Activity: 06/27/2022</small>	<small>Created: Aug 25, 2022</small>

The College will make a decision on one or more Program Selections included on the application:

- **Waitlisted** can be issued when there are no seats available in the program. There is no guarantee that the college will issue an offer when the applicant is put on the waitlist.
- **Declined** may be used when there is no intention to further pursue that program selection on the application. Furthermore, in some cases, declined may be used to indicate when a decision has been made on other program selections
- **Pre-Admitted**
- **Offered**

Responding to Applications that “Need More Information”

During the initial review of the application, the college may find errors or require additional information. When this happens, the state will be set to “Needs More Information”, and you will receive an email notification. Follow the steps below to provide the corrections or missing information.

Review the Instructions

On the Application Details page, you will see a section at the top, ‘Additional Information Required’, along with the notes and instructions from the college. The college may request corrections to: Personal Information, Education, or Supporting Documents.

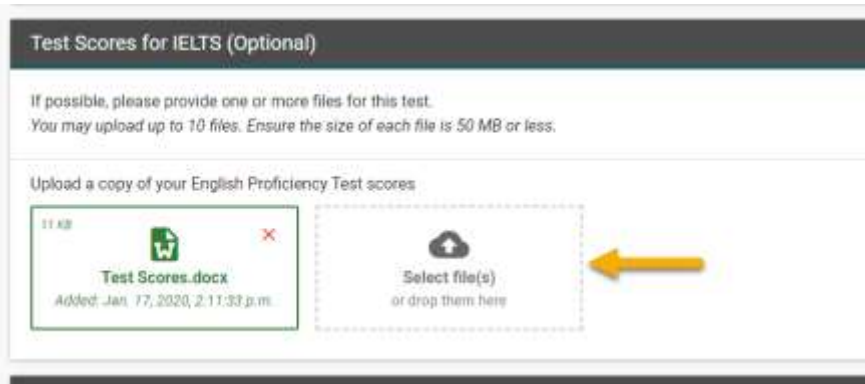
The example below shows corrections for Supporting Documents.

Read the instructions carefully, then click the ‘Change’ button.



Make the Necessary Corrections

The appropriate page in the application will appear – the example below shows the Supporting Documents. Following the instructions provided above, locate the necessary Supporting Document that requires the missing information.



1. An upload window will appear. You may drag and drop a document from your computer onto the upload window, or you may click the 'Select files(s)' area to select a document for upload.
2. Scroll to the bottom of the page and click 'Save' button to save changes.

Resubmit Application

1. On the Application Details page, click **Resubmit**.

After resubmission, the application state will change to Resubmitted.


Responding to an Offer

The college may issue an offer on:

- A program selection that was included on the application
- An Alternate Offer (a different program, or a different intake)
- An ESL/EAP Program (English Proficiency)

Some colleges may also include "Future Program / Intake" details on the Letter of Acceptance.

Offer for [Mireya Jast](#) Offered



Offer Details

You must satisfy the conditions of your offer letter by Oct. 20, 2022, 11:59:59 p.m.

Original Issued Date: Sep. 26, 2022, 8:54:00 p.m.
 Latest Reissued Date: N/A
 Program: TüçkBsXrAYËgAfUÜRrsÚpYTü-SnÜ (xÜÑNkQgYüm)
 Credential: Degree
 Campus: Main
 86 Brattle St, Cambridge
 Term: Fall 2023
 Program Start Date: Oct. 30, 2023
 Program End Date: Mar. 25, 2024
 Program Length: 473 Academic Year(s) (Periods Of 8 Months)
 Delivery Option: Part-Time
 Delivery Type: -
 Referring Agency: _Test Agency 1
 Student ID: Y6WSIZG5
 Internship / Work: Field Placement Required
 Practicum:

[View Letter of Acceptance](#)

Accept Offer Decline Offer

1. On the Offer details page, click **View Letter of Acceptance**.

If a previous letter of acceptance was received, there will be a View Previous Letters link.

2. Select **Accept Offer** or **Decline Offer**.

3. Click **Continue**. The status of your offer will now display with your selection.

Accept a Pre-Admittance

Some colleges may issue a “Pre-Admitted” letter before a standard Letter of Acceptance (Offer Letter) is provided. You must satisfy the specified conditions in the Pre-Admit letter before you receive a standard Offer Letter. The conditions could be a deposit payment or completion of specified English Proficiency or Academic requirements.

The Pre-Admit Letter looks similar to the standard Offer Letter, with one main distinction: Across the top, there is an indication “THIS LETTER CANNOT BE USED FOR VISA PURPOSES”. You cannot use this letter to apply for a visa or study permit. However, the content and format of the letter is adequate to allow you to apply for financial aid (such as a bank loan) to assist with the application. A sample of the Pre-Admit letter is shown below.

LETTER OF ACCEPTANCE

THIS LETTER CANNOT BE USED FOR VISA PURPOSES



Date of Issue: April 02, 2018

PERSONAL INFORMATION

Family Name: Hai-xia	CAQ: No
Given Name: Ling	Student's Full Mailing Address: Floor No. 6 No 6 Haidian Central Street #92 Beijing , Beijing 419101, China
Date of Birth: March 14, 1984	Referring Agent (if applicable): _Demo Agency 8 China-Beijing
Applicant ID #: X1186224	

INSTITUTIONAL INFORMATION

Name of Contact: Demo College 1, Name, Demo College 1, Title Phone: +1 888 555 5555 Email: demo.college1@mailinator.com	Full Name and Address of Institution: Demo College 1 123 Main St Cape Canaveral, Florida
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In your Applicant Portal, the status will show as Pre-Admitted.

A Pre-Admit letter can contain conditions, just like an Offer Letter. Once you have satisfied the conditions of the Pre-Admit letter, there is an option to convert the Pre-Admit state to a standard "Offer", and you will receive a standard Offer Letter to facilitate the rest of your application.

To accept a Pre-Admittance offer:

1. On the Pre-Admittance details page, click **Accept Pre-Admittance**.

Pre-Admittance for [Hailie Finn Bauch](#) Pre-Admitted



Pre-Admitted Details

You must satisfy the conditions of your pre-admittance by Oct. 12, 2024, 11:59:59 p.m.

Original Issued Date: Sep. 26, 2022, 6:48:18 p.m.
Latest Reissued Date: Sep. 26, 2022, 6:48:41 p.m.
Program: sdfds (OilTF-ants)
Credential: Degree
Campus: Secondary
86 Chestnut St, Guelph
Term: Fall 2026
Program Start Date: Aug. 15, 2026
Program End Date: Apr. 11, 2026
Program Length: 713 Semester(s)
Delivery Option: Part-Time
Delivery Type: -
Referring Agency: _Test Agency 1
Internship / Work: Field Placement Required
Practicum:

[View Pre-Admit Letter](#)

Accept Pre-Admittance

Decline Pre-Admittance


2. A confirmation message opens. Read the information provided and click **Continue**.

Once the college acknowledges that the necessary conditions of the Pre-Admit have been addressed, the college will issue a standard Offer (with an updated Letter of Acceptance).

Accept an Offer

1. On the Offer details page, click **Accept Offer**.

Offer for [Louisa Rowland Hahn](#) Offered



Offer Details

You must satisfy the conditions of your offer letter by Dec. 2, 2031, 11:59:59 p.m.

Original Issued Date:	Aug. 30, 2022, 6:13:41 p.m.
Latest Reissued Date:	N/A
Program:	Certificate 1 (TST1C1)
Credential:	Ontario College Certificate
Campus:	Main
	86 Brattle St, Cambridge
Term:	Fall 2024
Program Start Date:	Sep. 1, 2024
Program End Date:	Jun. 19, 2032
Program Length:	2 Academic Year(s) (Periods Of 8 Months)
Delivery Option:	Full-Time
Delivery Type:	-
Referring Agency:	_Test Agency 1
Internship / Work Practicum:	Unpaid Field Placement Required

[View Letter of Acceptance](#)

2. A confirmation message will appear. Read the information provided and click **Continue** to confirm acceptance of the offer.

Accept Offer

Please confirm that you wish to **accept** this offer for **Certificate 1 (Fall 2024)**. You cannot undo this action.

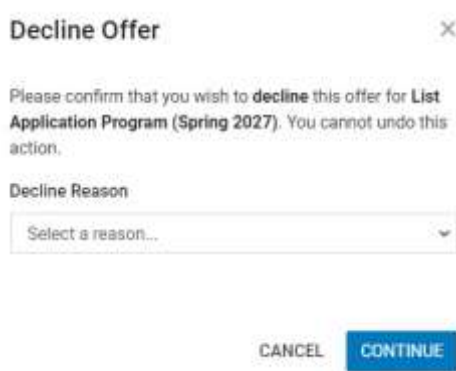
In order to hold your seat in the program, you must pay your deposit. For more details, check the payment instructions in your Letter of Acceptance from the college.

[View Letter of Acceptance](#)

CANCEL

Decline an Offer

1. On the Offer details page, click **Decline Offer**.
2. A confirmation message opens. Read the information provided and select a **Decline Reason** from the list.



The screenshot shows a modal dialog box titled "Decline Offer" with a close button (X) in the top right corner. The main text reads: "Please confirm that you wish to decline this offer for List Application Program (Spring 2027). You cannot undo this action." Below this is a "Decline Reason" section with a dropdown menu currently showing "Select a reason...". At the bottom of the dialog are two buttons: "CANCEL" and "CONTINUE".

Available reasons for declining an offer include:

- Accepted Offer of Another Institution in Another Country
Agent or applicant may provide the country
- Accepted Offer of Another Canadian Institution
Agent or applicant may provide the name of the Institution
- Financial Problem
- Family Problem
- Other (Enter a reason)

3. Click **Continue**.

The Offer page opens, and the Declined status and reason are displayed at the top of the page.



The screenshot shows the "Offer for Brennan Wolff" page. At the top, the name "Brennan Wolff" is highlighted in blue, and a red "Declined" badge is visible. Below this is a banner image for "TEST COLLEGE #1" featuring a horse head logo and a modern building. Underneath the banner is a dark grey header for "Offer Details". The main content area shows the following information:

*This offer was declined as of Oct. 2, 2022, 8:08:54 p.m.
Reason: Accepted Offer of Another Canadian Institution (Not specified)*

Original Issued Date: Sep. 19, 2022, 8:58:31 p.m.
Latest Reissued Date: Sep. 19, 2022, 8:58:31 p.m.
Program: List Application Program (LAP)
Credential: Degree
Campus: Main

Offers with Future Intakes

Issue “1 + 1 (Future Program)” in the cases where the Offer Letter contains an offer on one program, and a “consideration” for a second or future program based on successful completion of the first program. This is commonly used when the student must complete an English Proficiency Program (EAP) as a condition of starting studies in their full-time program selection.

Withdraw an Accepted Offer

1. On the offer details page, click **Withdraw Acceptance**.

Alternate Offer for [Jan Jacobs](#) Accepted

TEST COLLEGE #1

Offer Details

You must satisfy the conditions of your offer letter by Jun. 3, 2023, 11:59:59 p.m.

Original Issued Date:	Apr. 27, 2022, 8:40:19 a.m.
Latest Reissued Date:	N/A
Accepted Date:	Apr. 27, 2022, 8:41:17 a.m.
Program:	Degree gINT-kRViW (gINT-kRViW)
Credential:	Degree
Campus:	Fourth Campus 86 Chestnut St, Guelph
Term:	Spring 2027
Program Start Date:	Jun. 19, 2027
Program End Date:	Aug. 8, 2025
Program Length:	935 Semester(s)
Delivery Option:	Full-Time
Delivery Type:	-
Referring Agency:	_Test Agency 1
Internship / Work Practicum:	Internship Required

[View Letter of Acceptance](#)

[Upload Proof of Payment](#) [Withdraw Acceptance](#)

2. A confirmation message will appear. Read the information provided and select the withdraw reason from the dropdown.

3. If you wish to request a deferral, click **Yes** and when you click **Continue** you will be taken to the deferral request screen.

If you select **No**, you will be asked if you wish to request a refund.

4. If you select **Yes**, you will be taken to the refund request screen when you click **Continue**.

If you selected **No** for both options, the offer status will be changed to 'Withdrawn,' and there will still be the option to request a deferral or refund later from the offer screen.

Upload Documents for Conditional Offers

1. From the Dashboard view, click on open offers.
2. On the offer details page, note the offer conditions at the bottom.

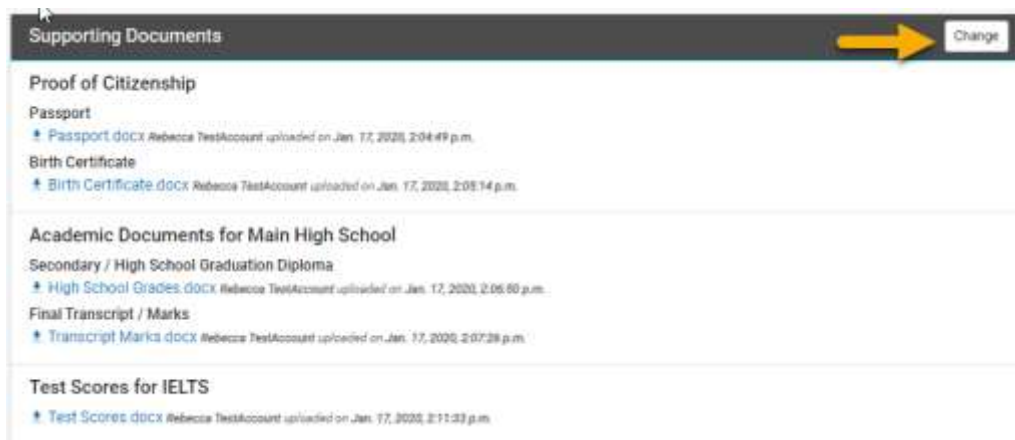
3. Click on your name at the top to go to the applicant dashboard page.



- On the applicant dashboard page click **View Profile**.



- On the applicant profile page, scroll down to the bottom and click the **Change** button at the top right of the 'Support Documents' section.



- In the relevant section, click **Add Another Document**, then select the relevant file from your computer to upload.

Offer Revoked

A college may Revoke the offer for various reasons.

- Acceptance Deadline Passed
- Campus Change
- Did Not Show Up

- No Seats Available in the Selected Intake
- Payment Not Received
- Program Change
- Transferred to Another Institution
- Visa Delayed
- Visa Rejected
- Other (entered by the college)

You will receive an email notifying if an offer has been revoked. No further actions are available when an offer shows as 'Revoked'.

Request a Deferral

In a case where the acceptance of an offer has been withdrawn after a payment is made, you can request a deferral.

1. On the offer details page of a withdrawn offer, click the 'Request Deferral' button.

Request Deferral for Lisa Simpson Application #183627

You may request a Deferral if your application for a study permit/student visa was declined or delayed, or you cannot start your studies due to personal reasons.

Deferral requests are accommodated based on program availability (Open Intake). There is no guarantee that you will receive an offer for a future term.

You may request a Deferral only for the same program as what is listed on your offer letter, and only to a future term in the same academic year. (If your offer was for the Fall term, you may request a Deferral to the following Winter or Spring term. If your offer was for the Winter term, you may request a Deferral to the Spring term only. (Where intakes are available). For an Offer on Spring term, please complete the section below and the college will contact you shortly.)

You may request a maximum of two Deferrals on an application. It is not possible to defer an offer from the Spring term to the following Fall term.

Please provide a copy of the official Visa/Study Permit Refusal Letter from the Canadian Embassy to support your Deferral Request.

Deferral Request Documents

Upload a copy of your documents to support your Deferral Request.

 **Select Files**
or drag them here

Save

2. In the Deferral Request Documents section, upload documents to support the request.
3. In the Deferral Request Details section, select a **Term**, **Credential Type**, and **Program Name** from the lists.
4. In the **Additional Requests** text box, provide additional information to support the deferral request; then click **Save**.

Request a Refund

If you have withdrawn the acceptance of an offer, and you don't want to defer the offer, you can request a refund instead.

1. On the offer details page of a withdrawn offer, click **Request Refund**.

2. In the Refund Request Details section, upload documents to support the request.
3. In the **Additional Requests** text box, provide additional information to support the refund request; then click **Save**.

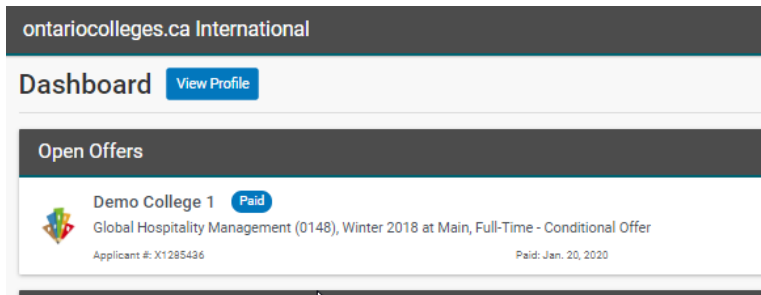
View Deposit / Payment Receipt

Once the college receives the necessary payment (deposit amount or tuition amount as defined in the Letter of Acceptance), the Offer state will change to "Paid". A payment receipt is available for download in the portal in order to assist with visa/study permit application.

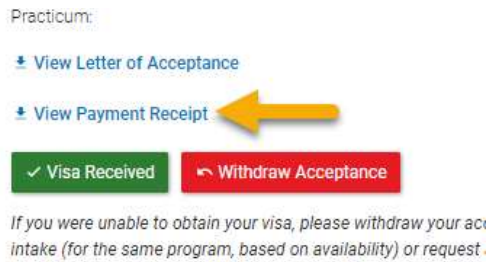
1. From the Dashboard view, select the Offer you wish to view.

Note: the offer status must be 'Paid' or 'Pre-Registered' to view deposit receipt.





2. On the offer details page, click the 'View Payment/Deposit Receipt' link.



Upload Visa / Study Permit


When your Visa or Study Permit application is approved, you must notify the college through the portal.

1. From the Dashboard view select the Offer you wish to view
2. On the offer details page, click **Visa Received**.



3. A confirmation message will appear. Read the information provided and click **Continue** to confirm that you have received the necessary visa documents for the offer.
4. A message will appear at the top of the screen prompting you to upload a copy of your visa documents.
5. Click **Upload Visa Documents** button to go to your profile page.
6. On the profile page, scroll down to the 'Visa Documents' section and select the visa document that you wish to upload.

Visa Documents [Trinity Mueller](#) Post



Visa and Study Permit Documents

Please confirm that you have received your visa or study permit approval for this offer. You cannot undo this action.

Please upload one of the following supporting documents as proof for your visa or study permit approval: Approval in Principle (AIP), Study Permit, Visa Approval letter, Visitor Visa. If the program includes co-op/work experience, you must also provide a supporting document of your approved Co-op Work Permit.

- + Approval in Principle (AIP)
- + Co-op Work Permit
- + Custodianship Declaration Form
- + **Study Permit**
- + Visa Approval Letter
- + Visitor Visa

7. Select the relevant file from your computer to upload.
8. Click **Save + Continue**.

Visa Declined

In the event your Visa/Study Permit application is Declined (or not received on time for the start of classes), you should notify the college using the 'Withdraw Acceptance' button in the 'Offer Details' page.

1. On the 'Offers' page, select the offer you wish to withdraw acceptance from.
2. Select **Withdraw Acceptance** and the following window will appear:

Withdraw Acceptance of Offer ×

Please indicate why you are withdrawing acceptance of this offer.

Withdraw Reason

- Select a reason...
- Academic Suspension/Cancelled
- Accepted Another Offer
- Campus Change Request
- Financial
- Health
- Language Difficulty
- Not able to meet conditions of Offer
- Program Change Request
- Transfer to Another Institution
- Visa Delayed
- Visa Rejected
- Other

CONTINUE

3. In the Withdraw Reason, select **Visa Rejected**. You will then be asked if you want to request a deferral. If you say **Yes**, you will be taken to the deferral request page when you click **Continue**.
If you select **No**, you will see a question asking if you want to request a refund.
4. If you select **Yes**, you will be taken to the Request Refund page when you click **Continue**.
If you select **No**, the offer state will be changed to “Withdrawn” and you will have the option to request a refund or deferral later.



Need Help?

Visit us at <https://www.ocas.ca/en/contact-us>

Telephone

Toll Free (in Canada): 1.888.892.2228

Phone: 519.763.4725

Email

ask-us@ocas.ca

Live Chat Hours

Monday to Thursday: 8:30 am - 5:30 pm ET

Friday: 8:30 am - 4:30 pm ET

