

International Application Service

AGENT PORTAL USERS GUIDE

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ontariocolleges.ca

INTERNATIONAL

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Gaining Access to the Agent Portal

Register your Account

1. When you have been granted access to the agent portal for the first time, you will receive the email below. Click the 'Please create an account' link to begin registering your account.



2. Click the 'Sign up now' link under the 'Sign In' button.

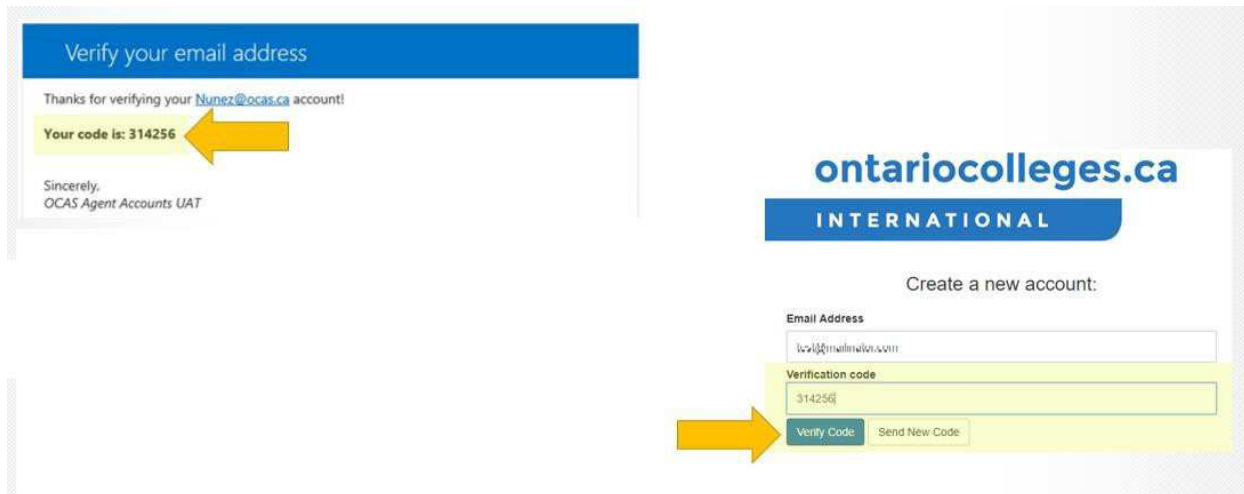
Register your email address

3. Type the email address of which you received the invitation into the 'Email Address' field.



Verify your email address

4. Click the 'Send Verification Code' button. When the email is sent, a new 'Verification code' field will appear.
5. Check your email for the verification email. If your code does not come through, please check your junk folder.
6. Enter the code into the 'Verification code' field, and click the 'Verify Code' button.



Create password and display name

7. Create a new password that has:
 - 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. Enter a display name for your account.
9. Click the 'Create' button.

ontariocolleges.ca
INTERNATIONAL

Create a new account:

Email Address
Nunez@ocas.ca

Verification code

New Password

Confirm New Password

Display Name
Mary Test

Log in to the Agent Portal

Follow the steps below to sign into an existing account.

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

If you need to register a new account, refer to the section [Register your Account](#)

1. Go to <https://international.ontariocolleges.ca/agent>.
2. Enter the email address you supplied to the college to login and password you chose while registering your account.
3. Click on the 'Sign In' button.

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Sign in with your existing account:

Email Address

nunez@ocas.ca

Password

[Forgot your password?](#)

Sign In

Don't have an account? [Sign up now](#)

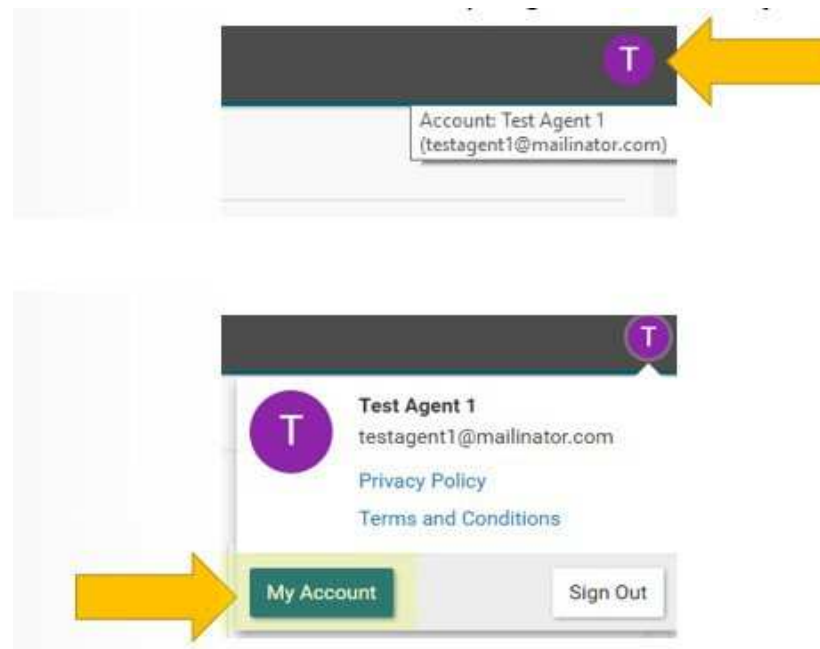
by OCAS

[Change my password](#)

Access my account details

This guide shows you how to change your password after you have signed into the system. If you have forgotten your password, please refer to the section [Reset forgotten password](#).

1. Sign into the agent portal. If you are not sure how to do this, please refer to the section [Log in to the Agent Portal](#).
2. Click on the initial icon on the top right corner of your screen to access your account details
3. Click on the 'My Account' button.



Change password when signed in

4. You will be redirected to a new page to manage your account. Click on the 'Change Password' link.



Verify your email address

5. Type in your email address in the 'Email Address' field.

6. Click the 'Send Verification Code' button. When the email is sent, a new 'Verification code' field will appear.

The image shows two side-by-side screenshots of the 'ontariocolleges.ca INTERNATIONAL' account creation page. Both screenshots have the header 'ontariocolleges.ca INTERNATIONAL' and the text 'Create a new account:'. The left screenshot shows an 'Email Address' input field and a 'Send Verification Code' button. A yellow arrow points to the 'Send Verification Code' button. The right screenshot shows the same 'Email Address' field, but now there is a 'Verification code' input field below it, which has a yellow background. A yellow arrow points to the 'Verification code' field. Below the 'Verification code' field are two buttons: 'Verify Code' and 'Send New Code'.

Enter the verification code

7. Check your email for the verification email. If your code does not come through, please check your junk folder.

The image shows a screenshot of an email titled 'Verify your email address'. The email body contains the text 'Thanks for verifying your Nunez@ocas.ca account!' and 'Your code is: 314256'. A yellow arrow points to the code '314256'. The email is signed 'Sincerely, OCAS Agent Accounts UAT'.

8. Enter the code into the 'Verification code' field, and click the 'Verify Code' button.
9. Click the 'Continue' button.

ontariocolleges.ca
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Create a new account:

Email Address
test123@ontariocolleges.ca

Verification code
314256

Verify Code Send New Code

Continue Cancel

10. Create a new password that has:

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

11. Click the 'Create' button.

Create a new account:

Email Address

Nunez@ocas.ca

Verification code

Verify Code

Send New Code

New Password

Confirm New Password

Display Name

Mary Test



Create

Cancel

Reset forgotten password

Change password when not signed in

1. Go to <https://international.ontariocolleges.ca/agent>.
2. Enter the email address you supplied to the college to login.
3. Click on the 'Forgot your password?' link.

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INTERNATIONAL

Sign in with your existing account:

Email Address
nunez@ocas.ca

Password

[Forgot your password?](#)

Sign In

Don't have an account? [Sign up now](#)

by OCAS

You will be redirected to a new page to change your password.

- 4 First, type in your email address in the 'Email Address' field.
- 5 Click the 'Send Verification Code' button. When the email is sent, a new 'Verification code' field will appear.

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Password Reset

Email Address

Send Verification Code

ontariocolleges.ca
INTERNATIONAL

Password Reset

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address
test@test.com

Verification code

Verify Code Send New Code

Enter the verification code

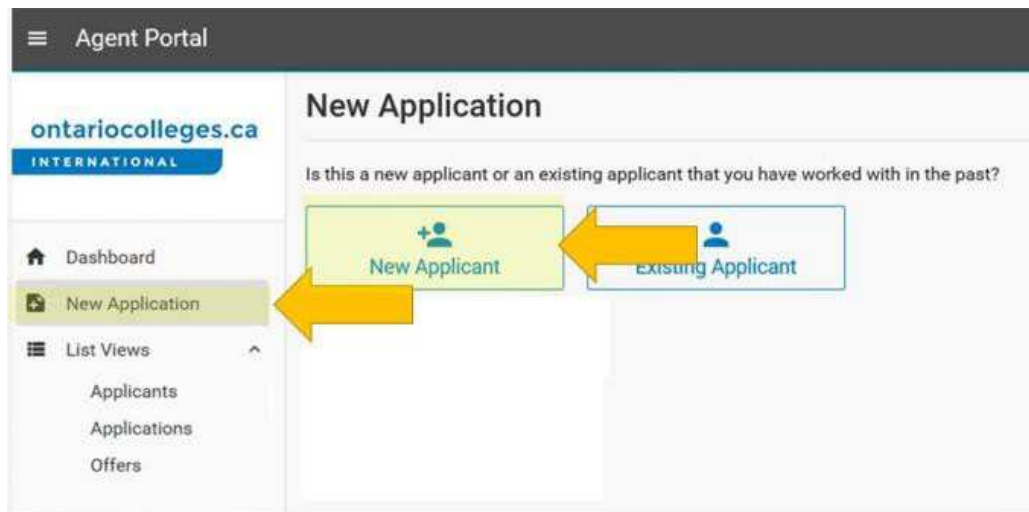
6. Check your email for the verification email. If your code does not come through, please check your junk folder.
7. Enter the code into the 'Verification code' field, and click the 'Verify Code' button.
8. Click the 'Continue' button.
9. Create a new password that has:
 1. Between 8 and 16 characters in total.
 2. At least three of the following:
 1. a lowercase letter (a-z),
 2. an uppercase letter (A-Z),
 3. a number (0-9),
 4. at least one of these special characters:
@ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
10. Click the 'Create' button.

[Request a new Agent Portal Account, or Remove an Agent Account](#)

Contact OCAS Service@ocas.ca to add a new Agent Portal account

Creating and Submitting an Application

1. Log in to your account. If you are not sure how to do this, please follow the section [Log in to the Agent Portal](#) section.
2. From the Dashboard view, click the 'New Application' link on the left.
3. Next, click the 'New Applicant' button on the main screen



New Applicant Details

4. Fill out the Applicant's personal information, including:
 - First Name
 - Last Name
 - Date of Birth
 - Email Address
 - Current Status in Canada
 - Primary Country of Citizenship
 - Passport Number

New Application

Is this a new applicant or an existing applicant that you have worked with in the past?


New Applicant

Before we get started, tell us a bit about the applicant.


First Name

Last Name

Date of Birth

Email

Current Status in Canada 

Primary Country of Citizenship

Passport Number

[Continue](#)

5. Click the 'Continue' button.



- Please enter the applicant's name exactly as it is shown on their 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.

Handling a Duplicate Applicant

If the applicant already exists in the list for your Agency, it is possible that you will get a Duplicate Applicant warning page as shown below:

The screenshot shows a web form titled "New Application". At the top, it asks, "Is this a new applicant or an existing applicant that you have worked with in the past?". There are two buttons: "New Applicant" (blue) and "Existing Applicant" (white with a blue border). Below this is a section titled "Duplicate Applicant" with a warning icon and text: "This applicant may already exist in the system. If the applicant appears in the list below, select the applicant to continue with the application process. If you wish to proceed with creating a new applicant, click Continue." Below the text is a list of applicant information for "Adhisvara Darsha":
• Email: AdhisDarsh@mailinator.com
• Phone: +91 05112 341 234
• Born: May 9, 1996
• Location: India
• Applicant #: X1185944
• Last Activity: Apr. 4, 2017
• Created: Apr. 4, 2017
At the bottom of this section are two buttons: "Continue" (blue) and "CANCEL" (white).

If a matching applicant name (and information) is found, select this Applicant from the list in order to continue. Select Continue if you wish to proceed with creating a new applicant profile.

If a matching applicant is not found at your Agency, it is possible that the following Duplicate Applicant warning may also appear:

The screenshot shows a modal dialog box titled "Duplicate Applicant" with a close button (X) in the top right corner. The text inside reads: "This applicant may already exist in the system. Please confirm that the applicant does not already have a record with International ontariocolleges.ca." At the bottom of the dialog are two buttons: "CANCEL" and "CONTINUE".

If this happens, ask the applicant whether they have applied to college with another agency or on their own.

- If the applicant confirms they have already started an application or if they don't know, ask the applicant to contact the college and Close any previous applications. The applicant can also request a Change of Agency for any Open applications. The applicant must contact the College in order to process this request.
- If the duplicate is an error, please click the 'Continue' button.



- Duplicate Applications create challenges for college admissions staff and slow down the application processing time. Please avoid creating duplicate applications wherever possible.

Select a College

1. You will see a list of Available Colleges for this applicant. Click on the college you would like to apply to.

The screenshot shows the 'Agent Portal' interface for 'ontariocolleges.ca INTERNATIONAL'. The main heading is 'Select a College for Yep Abbott'. Below this, there is a section titled 'Available Colleges' with the prompt 'Which Ontario college would you like to apply to?'. A list of colleges is shown, including 'Test College 1' and 'Test College 2'. A yellow arrow points to 'Test College 2'.

You will only be able to view the colleges using our system that you have a current agreement with. If you would like to apply to a college you don't currently have an agreement with, please contact that college's International department to learn more.

Personal Information

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

Basic Information

1. Enter the Applicant's legal name as it appears on their official documentation.
2. Enter the Applicant's Title (for example: Mr, Dr, or Miss) if it appears on their official documentation.
3. Enter the Applicant's First Name, also known as Given Name.
4. If needed, enter the Applicant's Middle Name; use the 'Add Another Middle Name' button to add any additional Middle names if they appear on their official documentation.
5. Enter the Applicant's Last Name, also known as Family Name or Surname.
6. If needed, enter the Applicant's Suffix.

Application for Yep Abbott Draft

Personal Information

Basic Information

Please provide your **legal name** as it appears on your official documentation.

Title (optional)

Select a title...

First Name

Yep

Middle Names (optional)

Tobias

Maximus

+ Add Another Middle Name

Last Name

Abbott

Suffix (optional)

JR

- Please enter the applicant's name exactly as it is shown on their Passport
- It is possible to define only a first name or only a last name (in this case, leave the other name field blank)

7. Confirm that the name is the same as what appears on legal documentation. We recommend physically checking the Applicant's official documentation. Once this information is correct, click 'Yes'.

Legal Name: **Yep Tobias Maximus Abbott**

The above name is the same as what appears on my legal documentation.

Yes

No

8. Confirm the Applicant's Date of Birth that was previously entered.
9. Select Applicant's Country of Birth.
10. Select the Applicant's Gender identity.
11. Select Applicant's First Spoken Language (Mother Tongue)

Citizenship

1. Confirm the applicants Current Status in **Canada** Status in Canada:
 - Select No Status in Canada if the applicant intends on applying for a visa/study permit
 - Select Study Permit if the applicant is already in Canada on a Study Permit (A copy of the applicant's study permit will need to be required)
 - Select other options as necessary
2. Confirm the Applicant's Citizenship information that was previously entered.
3. Confirm Applicant's Passport Number

Date of Birth

Country of Birth

Gender
☒ Male
☐ Female
☐ Other Gender Identity

First Language Spoken (Mother Tongue)

Citizenship

Current Status in Canada

You will be required to provide proof of your valid study permit

Primary Country of Citizenship

Passport Number

Applicant's Address

1. Enter the Applicant's mailing address. You may be required to add additional information such as State. Enter information for all fields that appear red in color. Verify with the Applicant that they can obtain mail that is sent to this address.
2. If the Applicant currently lives at this address, select the 'Yes' button to the question 'Is your current address the same as your mailing address?'.
3. If the Applicant lives at a different address, select the 'No' button and enter their current address.

Address

Please provide the **applicant's mailing** address in the same order as it appears on their passport. Do not use all uppercase (capital) letters or all lowercase letters. An example of a valid address is provided below:

Street Address: HNO 329 Block 16 Hauz District
 Apartment # (Optional): B6
 City: Mumbai

Street Address

Apartment # (Optional)

City

Country

Postal / ZIP Code (Optional)

Is the applicant's current address the same as the applicant's mailing address?

Please provide the **applicant's current** address.

Street Address

Applicant's Contact Information

1. Enter at least one phone number for the applicant.
2. You may enter any additional phone numbers or email addresses where the Applicant would prefer to be contacted.
3. Enter all needed details for an Emergency Contact for your Applicant.
4. Click the 'Save + Continue' button.

Contact Information

Phone

Home United Kingdom +44 020 1555 4587 Ext.

+ Add Another Phone Number

Email

YepAbbotLocatest@mailinator.com

+ Add Another Email

Emergency Contact

Name

Emily Abbot

Phone

Home United Kingdom +44 020 1555 4587 Ext.

Email

eabbot@mailinator.com

What is their relationship to you?

parent

Is English their first language?

☒ Yes ☐ No

What is their first language?

Welsh

Save + Continue



- 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.

Provide Agent

1. Click the 'Yes' button under the question 'Are you working with an Agent?'
2. Your Agency will be pre-selected from the dropdown.
3. Review the Authorization statement with the Applicant.

With their acknowledgement, check off the "I hereby authorize my agent to act on my behalf in all matters concerning my application" statement.

4. Click the Save and Continue button.

Application for Yep Tobias Maximus Abbott draft

Agent

Agent Details

Are you working with an agent?

☒ Yes ☐ No

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 2.

[Save + Continue](#)

Program Selections

1. Select the option that best describes the Applicant's English proficiency.

Application for Yep Tobias Maximus Abbott draft

Program Selection

Choose the option that best describes your proficiency in English:

☒ I have completed an English Language Proficiency test (e.g. TOEFL, IELTS). I will provide my test scores at the Supporting Documents step.

☐ I will be completing an English Language Proficiency test (e.g. TOEFL, IELTS). I will provide the expected completion date at the Education step.

☐ I have completed, or will be completing, an English Study Program at a private / partner language school. I will submit a letter or certificate of completion.

☐ I wish to apply for an English for Academic Purposes (EAP / ESL) program **and** postsecondary program(s).

☐ I wish to apply for an English for Academic Purposes (EAP / ESL) program **only**.

☐ My first language is English. / None of the above options apply to me.

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

First Program Choice

Term

Credential Type

Program Name

2. Select the **Term** when the Applicant 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 – November
 - Winter: Programs that start between December – March
 - Spring: Programs that start between April – July

3. Select the **Credential Type** the Applicant prefers.
 - Any Credential Type: Select this to view all programs.
 - Degree: Either semesters (four years) or 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 Name of the program the applicant would like to apply to.
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; place a check mark ✓ beside the desired campus and start date combination.

First Program Choice

Term

Winter 2018
▼

Credential Type

Any Credential Type
▼

Program Name

Global Hospitality Management
▼

Select a campus and start date:

	Campus	Start Date	Availability
<input type="checkbox"/>	📍 Main	Jan. 8, 2018	✔ Open
<input type="checkbox"/>	📍 South Campus	Jan. 9, 2018	⌚ Waitlisted



➤ You may select a program only if it has a Campus + State Date with an Open or Waitlisted availability. You may not apply to a Closed intake for a program.

6. If the Applicant would like to add another program right away, you may click the 'Add Another Program' button and follow the same steps to add additional programs.
7. Once you have added at least one program, click the 'Save + Continue' button.

First Program Choice

Term

Winter 2018

Credential Type

Any Credential Type

Program Name

Global Hospitality Management

Select a campus and start date:

	Campus	Start Date	Availability
<input checked="" type="checkbox"/>	Main	Jan. 8, 2018	Open
<input type="checkbox"/>	South Campus	Jan. 9, 2018	Waitlisted

+ Add Another Program

Save + Continue

Education

1. In the Schooling section, click the 'Add School' button



- You must define at least one school item for the applicant, in order to submit the application.

Application for Yep Tobias Maximus Abbott

Education

Schooling

Please provide details of your past and present high school, college and / or university education.

+ Add School

English Proficiency Test Scores

Please provide your English proficiency test scores.

+ Add Test Score

Save + Continue

1. In the pop-up window, fill out the details of the Applicant's previous and current schooling. The following is a description of Credential Received options:
 - Secondary options are Senior Secondary / High School Graduation Diploma
 - College options are Diploma, Certificate, Graduate Certificate, or Degree
 - University options are University Degree, Master, Doctorate, Bachelors, or other
2. Click the 'Done' button.
3. Use the 'Add School' button to include any additional schooling information. We recommend including all relevant education background.
4. You may use the 'Edit' or 'Delete' buttons to the right of each school to modify details or remove schooling information from the Applicant's 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 the Applicant's test scores. If the applicant has a test date booked for their English Proficiency test, provide this in the Date of Completion field.
3. If available, add a detailed breakdown of test scores for Listening, Reading, Writing and Speaking.
4. Click the 'Done' button.
5. Use the 'Add School' button to include any additional schooling information.
6. You may use the 'Edit' or 'Delete' buttons to the right of each school to modify details or remove schooling information from the Applicant's account.

New Test Score

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

Test Type: IELTS

Date of Completion: 2017-08-08

Score (Optional): 7

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

Yes No

Listening: 6

Reading: 8

Writing: 8

Speaking: 7

CANCEL DONE

English Proficiency Test Scores

Please provide your English proficiency test scores.

+ Add Another Test Score

Test Score	Date of Completion	Sub-Scores
IELTS: 7	Aug 8, 2017	Yes

7. Click the 'Save + Continue' button to move on to the next step.

TEST COLLEGE #2

Application for Yep Tobias Maximus Abbott

Education

Schooling

Please provide details of your past and present high school, college and / or university education.

+ Add Another School

School	Country	Status
Secondary: Saint Elizabeth Secondary School	United Kingdom	Completed

English Proficiency Test Scores

Please provide your English proficiency test scores.

+ Add Another Test Score

Test Score	Date of Completion	Sub-Scores
IELTS: 7	Aug 8, 2017	Yes

Save + Continue



- Check each college's admission requirements to ensure that the college will accept the specified English Proficiency test type and scores.

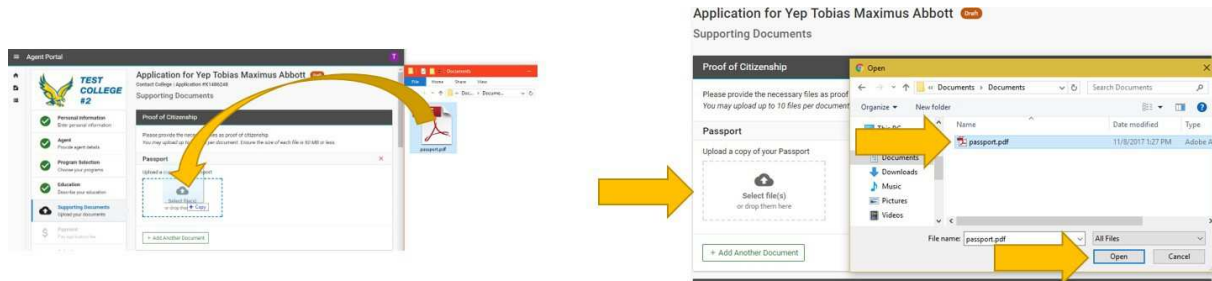
Supporting Documents

Proof of Citizenship

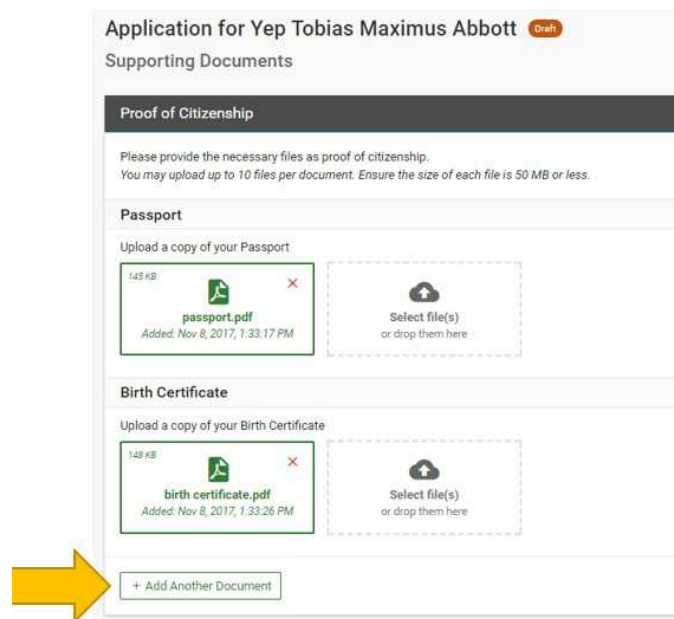
You must provide supporting documentation as evidence of the Applicant's citizenship.

Please make sure scans or photographs are of good quality and are easily readable.

1. In the 'Proof of Citizenship' section, click the type of document you will submit
2. 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



3. Use the 'Add Another Document' button to upload all relevant documents. Documents in accepted formats will appear in green. Documents in unaccepted formats will show an error. Make sure that all the documents you upload are accepted by the system



- A Passport must be provided as a Proof of Citizenship document.

Academic Documents

You must provide supporting documentation as evidence of the Applicant's previous schooling. Please make sure scans or photographs are of good quality and are easily readable. Note that you must declare the education before you are able to upload supporting documents.

1. In the 'Academic Documents' section under the relevant establishment, click the type of document you will submit.

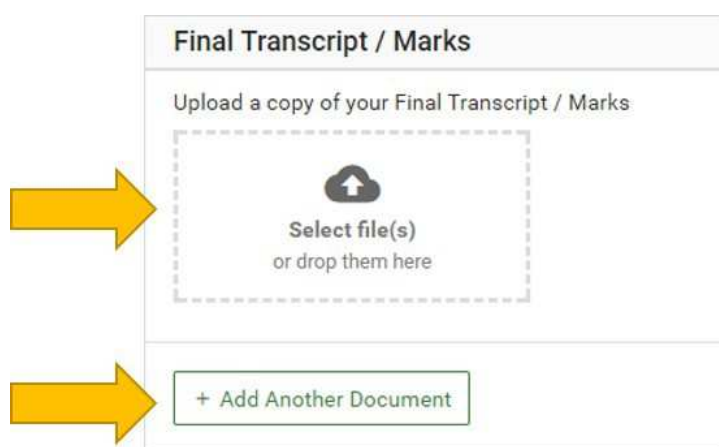


Academic Documents for Kings' College, Lagos

Please provide one or more of the following academic documents for this school.

- + Final Transcript / Marks
- + GCE/GCSE Examination Certificate
- + Midterm Transcript / Marks
- + Secondary / High School Graduation Diploma
- + Senior Secondary/Intermediate Examination Certificate
- + WAEC/NECO Examination Certificate
- + WAEC/NECO Scratch Card Information

2. 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 file(s)' area to select a document for upload.
3. Use the 'Add Another Document' button to upload all relevant documents.
Documents in accepted formats will appear in green. Documents in unaccepted formats will show an error. Make sure that all the documents you upload are accepted by the system.



Final Transcript / Marks

Upload a copy of your Final Transcript / Marks

Select file(s)
or drop them here

+ Add Another Document

English Proficiency Test Scores

You may provide supporting documentation as evidence of the Applicant's English Proficiency test score results. Please make sure scans or photographs are of good quality and are easily readable.

1. In the 'Test Scores' section with the relevant test score name, click the type of document you will submit.
2. 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 file(s)' area to select a document for upload.
3. Use the 'Add Another Document' button to upload all relevant documents.
Documents in accepted formats will appear in green. Documents in unaccepted formats will show an error. Make sure that all the documents you upload are accepted by the system.



Visa Document

You may provide supporting documentation as evidence of the Applicant's visa status. Please make sure scans or photographs are of good quality and are easily readable.

1. In the 'Visa Documents' section with the relevant test score name, click the type of document you will submit.
2. 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 file(s)' area to select a document for upload.
3. Use the 'Add Another Document' button to upload all relevant documents.
Documents in accepted formats will appear in green. Documents in unaccepted formats will show an error. Make sure that all the documents you upload are accepted by the system.



Other Documents

You may provide any other supporting documentation relevant to the Applicant's application. Please make sure scans or photographs are of good quality and are easily readable.

1. In the 'Other Documents' section, click the type of document you will submit.
2. 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 file(s)' area to select a document for upload.
3. Use the 'Add Another Document' button to upload all relevant documents. Documents in accepted formats will appear in green. Documents in unaccepted formats will show an error. Make sure that all the documents you upload are accepted by the system.
4. Click the 'Save + Continue' button to move on to the next step.

Visa Documents (Optional)

If possible, please provide one or more of the following visa documents:

+ Co-op Work Permit
+ Study Permit
+ Visa Approval Letter
+ Visitor Visa

Other Documents (Optional)

If possible, please provide one or more of the following documents:

+ Portfolio
+ Proof of Deposit / Tuition Payment
+ Resume / CV





Is the Applicant 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.

Referrals

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

Exchange Partnership School

1. If the applicant was referred through an exchange with a partner school lick the “Yes” button.
2. Select the name of the school the applicant is associated with from the drop down menu and click “Save + Continue”

Refer a Friend

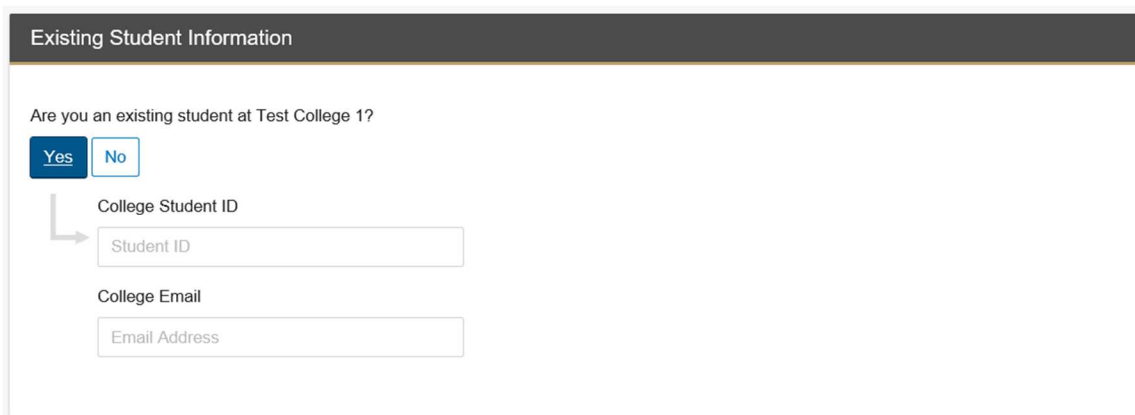
1. If the applicant was referred by a student at the college through a “Refer a Friend” program, select “Yes” under that section.
2. Enter the name of the referring student, their student ID and email address.
3. Click “Save + Continue.”

The screenshot displays the 'Application for Lonie Rath' in 'Draft' status. The left sidebar contains a navigation menu with the following items: Personal Information (Enter personal information), Agent (Provide agent details), Referrals (Provide any referrals), Program Selection (Choose your programs), Education (Describe your education), Supporting Documents (Upload your documents), Payment (Pay application fee), and Submit (Review and submit). The main content area is titled 'Referrals' and includes two sections: 'Exchange Partnership School' and 'Refer a Friend'. The 'Exchange Partnership School' section asks 'Are you associated with a Conestoga College exchange/partnership school?' with 'Yes' and 'No' buttons. Below this is a dropdown menu labeled 'Which school are you associated with?' with the option 'Select an exchange school'. The 'Refer a Friend' section includes a paragraph about the Conestoga's International Refer-A-Friend Program, followed by the question 'Are you applying through the Conestoga College Refer-a-Friend program?' with 'Yes' and 'No' buttons. Below this, it asks for details relating to the current Conestoga College student, with input fields for 'Name of Conestoga College student', 'Student ID of Conestoga College student', and 'Email address of Conestoga College student'. A 'Save + Continue' button is located at the bottom of the form.

Existing Student Information

If the applicant attended the college previously they can enter that information here.

1. Click the “Yes” button.
2. Enter the applicant’s college student ID and college email address.
3. Click “Save + Continue.”



The form is titled "Existing Student Information". It asks "Are you an existing student at Test College 1?". There are two buttons: "Yes" (highlighted in blue) and "No". Below the question, there is a section for "College Student ID" with a text input field labeled "Student ID". Below that is a section for "College Email" with a text input field labeled "Email Address".

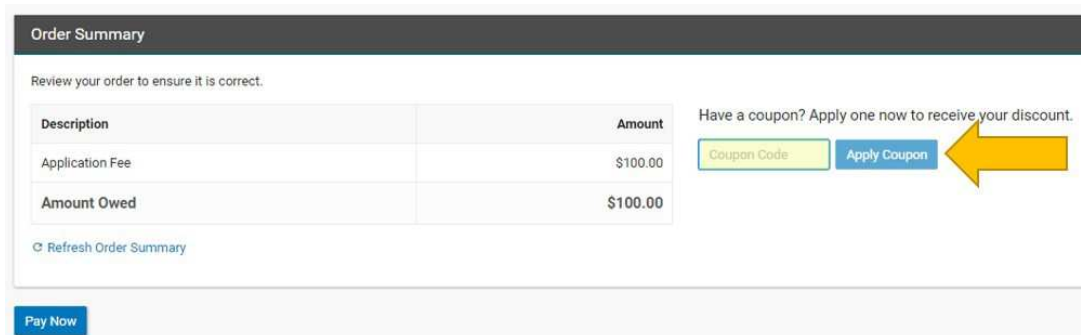
Payment of Application Fee

Review Order Summary and Apply Coupon Code

1. Review the Order Summary with the applicant.

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.



The form is titled "Order Summary". It says "Review your order to ensure it is correct." Below this is a table with two columns: "Description" and "Amount".

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

Below the table is a link: "Refresh Order Summary". To the right of the table, there is a text prompt: "Have a coupon? Apply one now to receive your discount." Below this prompt are two buttons: "Coupon Code" (highlighted in yellow) and "Apply Coupon" (highlighted in blue). A large yellow arrow points to the "Apply Coupon" button.

At the bottom of the form is a blue button labeled "Pay Now".

Initiate Payment

1. When you are ready to pay for the application, click the ‘Pay Now’ button.
2. On the pop-up window, click the ‘Continue’ button. You will be redirected to an external payment provider, Flywire, to complete the payment.

Order Summary

Review your order to ensure it is correct.

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

[Refresh Order Summary](#)

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

[Apply Coupon](#)

[Pay Now](#)

Pay Application Fee

Once you have completed your payment through our external payment provider, select Continue to proceed with your application.

[CONTINUE](#)



Make Payment through Flywire

3. If the applicant has a flywire account sign in to complete the payment. If not, register a new account.
4. Complete and confirm the relevant payment information and click the 'Continue Payment' button.
5. If applicable, follow the instructions to complete the payment and click the 'Return to OCAS' button.

Confirm Your Payment Information
Please take a second to review your information.

Payment:
You will pay \$207.00 USD from India via Domestic Bank Transfer to Indian Rupees, and Ontario College Application Service (OCAS) will receive 159.00 CAD.

Contact Information:
The person making the payment is: Student

Student Information:
Full legal name: Jitendra Kumar, Account ID: 91485693, Application ID: 91485693, Date of Birth: 08/10/1993, Student Email Address: jkumar@indianmail.com

Payer Information:
First name of payer: Jitendra, Last name: Kumar, Address 1: 118 Shalimar, Address 2: Chaurangpur, City: New Delhi, State/Province/Region: New Delhi, Country: India, ZIP + POST CODE: 110 021, Phone number: +91 1234 567 890

Follow the instructions below:

1. Make your payment of \$207.00 USD.
Make the payment with your bank either online or at a branch with National Electronic Fund Transfer (NEFT) Real Time Gross Settlement (RTGS). Please use the following bank details when sending your funds.
2. Print the following A2 form.
Print the A2 form, fill in your account number, Bank Branch and Bank Name, and sign it.
3. Scan and email the A2 form.
Note: You must receive the completed A2 form before delivering your payment. Please send a copy of the A2 form (only signed by the remitter along with the remitter's application ID to: flywirecustomers@us.flywire.com). Accepted IDs are: passport, driver's license, voter ID and Aadhaar card (PAN card not accepted). If you have any questions, please email or call +91 804 478 7755.

Remember to Pay Before November 14, 2017.

If you have any questions, contact customer support. [Contact customer support](#)

[RETURN TO OCAS](#)

6. Once the payment has been made, Flywire must process it 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 - OCA856982351 (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. Likewise, if the payment has been cancelled for whatever reason you will also receive an email notification.

Payment for your application to Test College 2 has been Cancelled (Application ID: X1527667). Please refer to the provided instructions for important next steps.

To: ☐ Agentone Uatest
Cc: ☐ Test Agency 1



Dear Agentone Uatest,

The following is an important update regarding your application to Test College 2, Application ID: X1527667.

The payment of your application fee has been Cancelled on Flywire. As a result, Test College 2 has not yet received your application.

You must return to the OCAS International portal in order to retry your payment. More details on the Flywire payment status are also available in this portal.

NOTE: Test College 2 will only process your application once the payment of the application fee has been received, and you have Submitted the application on OCAS International.

If you are working with an Agent, and your Agent has created the application and initiated the payment, your Agent will also receive an email with these instructions.

[Custom PaymentCancelled college paragraph here]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

We thank you for your interest in studying at Test College 2.


Sincerely,

International Admissions Team
Test College 2

*****This is an automated email. Please do not reply to this email.*****

Payment has been received for your application to Test College 2. Your application is ready to be submitted.

To: ☐ Agentone Uatest
Cc: ☐ Test Agency 1



Dear Agentone Uatest,

The following is an important update regarding your application to Test College 2, Application ID: X1527667.

The payment of your application fee has been received!

Please login to the OCAS International portal, retrieve your application, and proceed with submitting the application.

If you are working with an Agent, and your Agent has created the application and initiated the payment, your Agent will also receive an email with these instructions and your Agent must submit the application.

NOTE: Test College 2 will only process your application once you have submitted the application on OCAS International.

[Custom PaymentGuaranteed college paragraph here]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

We thank you for your interest in studying at Test College 2.

Sincerely,

International Admissions Team
Test College 2

*****This is an automated email. Please do not reply to this email.*****

- After the payment status has been updated to Guaranteed, click 'Save and Continue.'

Application for [Agentone Uatest](#) Draft
Contact College | Application #X1527667

Payment

Order Summary

Review your order to ensure it is correct.

Description	Amount
Application Fee	\$500.00
Flywire - OCA603999142 (Payment Cancelled)	\$0.00
Flywire - OCA651741688 (Payment Received)	-\$500.00
Amount Owed	\$0.00

✓ Your application fee payment has been received. Click Save and Continue to proceed with submitting your application.

Save + Continue

Review and Submit

- 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. At the bottom of this page, check the box to agree to the terms and click 'Submit Application' button

Application for Justi Suman

Submit

Please review the information below for accuracy and completeness. If everything is correct, you may proceed to submit your application to Test College 2!

Selected Programs

#1 - Other 3

Term: Fall 2019

Credential: Other

Personal Information

Legal Name: Justi Suman

Date of Birth: Aug 31, 1983

Gender: Female

Citizenship

Status in Canada: No status in Canada

Country: India

Address

Current Address: Apartment #94, Vipo Bhaw Khurd Tehsil Nilakheri District Karnal, Amritsar, Punjab, India, 326990

Mailing Address: Apartment #94, Vipo Bhaw Khurd Tehsil Nilakheri District Karnal, Amritsar, Punjab, India, 326990

Contact Information

Other Phone: +91 95112 341 234 Ext. 214

Email: Justisuma@mailinator.com

Emergency Contact

Name: Gundu Suman

Relationship: Uncle

Phone: +91 95112 341 234

Email: Gunduma@mailinator.com

First Language: English

Education

St. Xavier's High School, Hansol

Type: Secondary

Program: Engineering

Credential Received: Senior Secondary / High School Graduation Diploma

Country: India

Status: Completed

Central University of Himachal Pradesh

Type: College

Program: Computer Systems

Credential Received: Final Diploma, Certificate, Graduate Certificate, Degree

Country: India

Status: Completed

English Proficiency Scores

CEFR

Score: 99

Completion Date: May 6, 2017

Sub Scores:

Listening	33
Reading	344
Writing	95
Speaking	12

Supporting Documents

Proof of Citizenship

Birth Certificate

Academic Documents for St. Xavier's High School, Hansol

Midterm Transcript / Marks

Academic Documents for Central University of Himachal Pradesh

Provisional Certificate

Test Scores for CEFR

I certify that the provided information is true and complete. I understand that any false or incomplete information or documents submitted in support of my application may invalidate my application to Test College 2.

☐ I agree to the terms outlined above.



Submit Application

3. You will see a confirmation message on the next page.
4. Click the 'Done' button to return to the Applicant dashboard

Application for Davey Smith

Submitted

Contact College | A

Your application to **Confederation College** has been successfully submitted. Thank-you!

Accessing your Application(s)

You and your specified Agent (if provided) can track your application via the self-service [online portal](#).

Through this portal, you can:

- View the status of your application(s)
- Upload additional documents (as requested by the college)
- Update your personal information
- Accept or decline offers of admission
- View and print letters of acceptance (required in order to apply for your Student Visa)
- Notify the college when you paid your tuition deposit (and upload a copy of the receipt)
- Notify the college when you have received your student visa (study permit)

You will need to register to the portal for full access. Registration instructions were sent to your specified email address when you created your account.

What's Next?

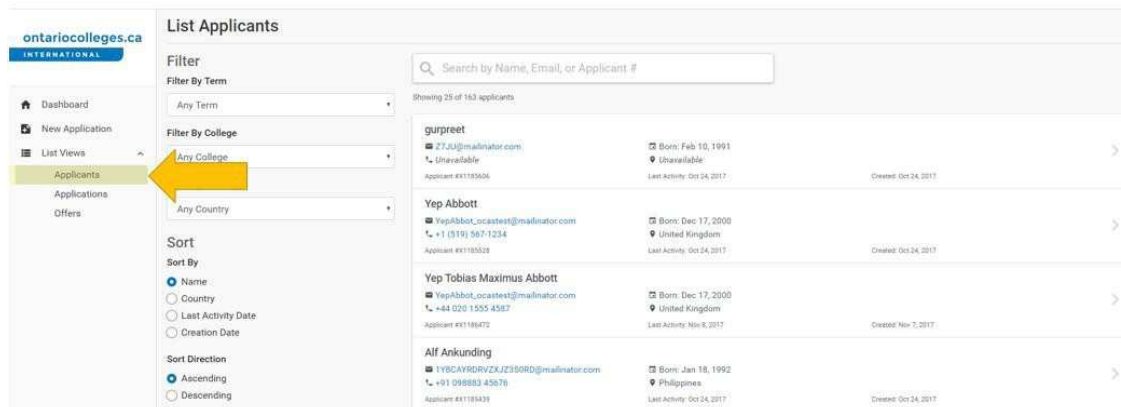
Please visit our [website](#) for details on the next steps of the application process.

Done

How do I manage applicants?

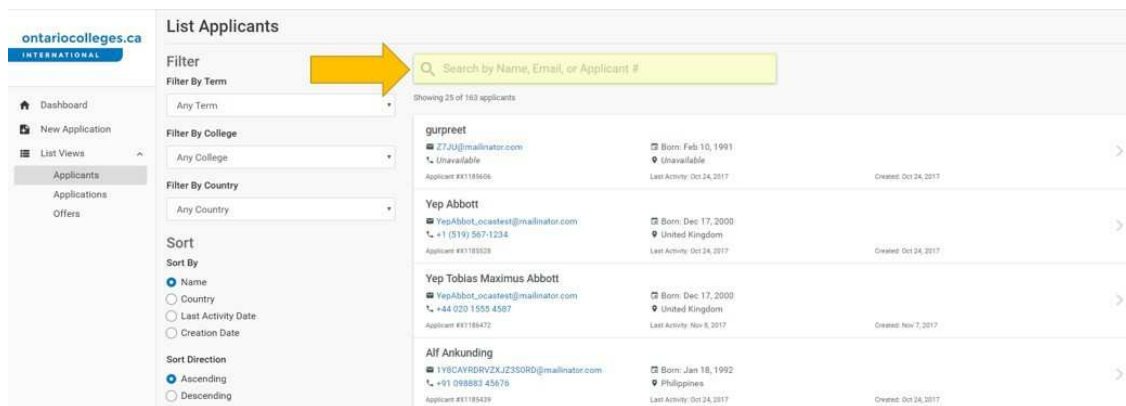
View List of Applicants

1. Log in to your account. If you are not sure how to do this, please follow the [Login](#) instructions.
2. From the Dashboard view, click the 'Applicants' link under 'List Views' on the left.
3. The list of Applicants will be displayed to the right.



Search for an Applicant

4. At the top of the list, enter the Applicant's name, email address or applicant number.
5. The search results will appear below as the search term is being entered.



Filter the List of Applicants

6. Select the filter you would like to apply from the dropdowns to the left of the list. Applicants can be filtered by term, college or country.

ontariocolleges.ca
INTERNATIONAL

List Applicants

Filter

Filter By Term: Any Term

Filter By College: Any College

Filter By Country: Any Country

Sort

Sort By: Name (selected), Country, Last Activity Date, Creation Date

Sort Direction: Ascending (selected), Descending

Search by Name, Email, or Applicant #

Name	Email	Phone	Born	Location	Last Activity	Created
gurpreet	27.00@mailinator.com	Unavailable	Feb 10, 1991	Unavailable	Oct 24, 2017	Oct 24, 2017
Yep Tobias Maximus Abbott	YepAbbot_ocastest@mailinator.com	+1 (519) 567-1234	Dec 17, 2000	United Kingdom	Nov 5, 2017	Nov 7, 2017
Alf Ankunding	1YBCAYRDRVZXJ235ORD@mailinator.com	+91 098883 45676	Jan 18, 1992	Philippines	Oct 24, 2017	Oct 24, 2017

Sort the List of Applicants

7. Select how you would like the list to be sorted from the options to the left of the list. Applicants can be sorted by name (last name), country, last activity date or creation date and the list can be sorted in ascending or descending order.

ontariocolleges.ca
INTERNATIONAL

List Applicants

Filter

Filter By Term: Any Term

Filter By College: Any College

Filter By Country: Any Country

Sort

Sort By: Name (selected), Country, Last Activity Date, Creation Date

Sort Direction: Ascending (selected), Descending

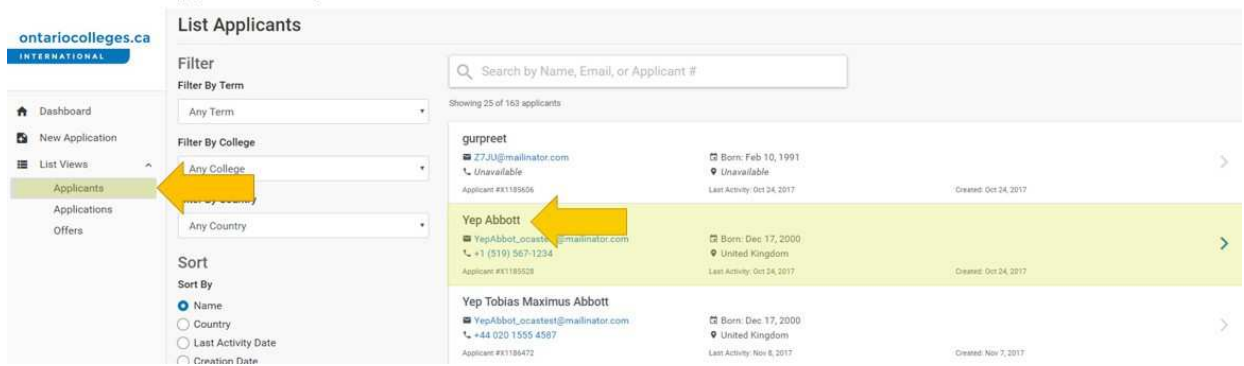
Search by Name, Email, or Applicant #

Showing 25 of 163 applicants

Name	Email	Phone	Born	Location	Last Activity	Created
gurpreet	27.00@mailinator.com	Unavailable	Feb 10, 1991	Unavailable	Oct 24, 2017	Oct 24, 2017
Yep Abbott	YepAbbot_ocastest@mailinator.com	+1 (519) 567-1234	Dec 17, 2000	United Kingdom	Nov 5, 2017	Nov 7, 2017
Yep Tobias Maximus Abbott	YepAbbot_ocastest@mailinator.com	+44 020 1555 4587	Dec 17, 2000	United Kingdom	Nov 5, 2017	Nov 7, 2017
Alf Ankunding	1YBCAYRDRVZXJ235ORD@mailinator.com	+91 098883 45676	Jan 18, 1992	Philippines	Oct 24, 2017	Oct 24, 2017

View and Edit Applicant Information

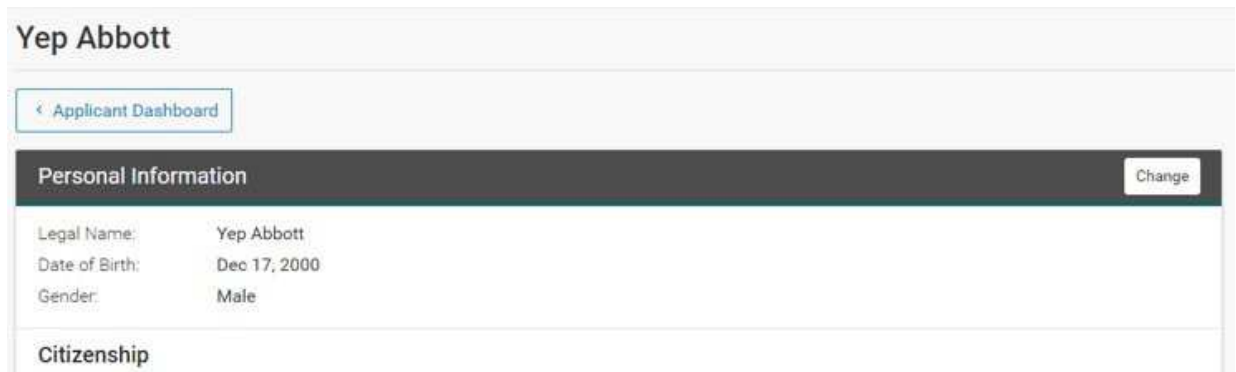
1. Log in to your account. If you are not sure how to do this, please follow the section [Log in to the Agent Portal](#) section.
2. From the Dashboard view, click the 'Applicants' link under 'List Views' on the left
3. Click on the Applicant that you would like to view.



4. On the applicant dashboard click on the 'View Profile' button.



5. The applicant's profile information will be displayed on the next page.



6. Click the 'change' button at the top right to edit the Applicant's information.

ontariocolleges.ca

INTERNATIONAL

Dashboard
New Application
List Views
Applicants
Applications
Offers

List Applications

Filter

Filter By Term
Any Term

Filter By College
Any College

Filter By Country
Any Country

Filter By Status
Any Status

Sort

Sort By
☒ Last Activity Date
☐ Submitted Date
☐ Applicant Name

Sort Direction
☒ Ascending
☐ Descending

Showing 25 of 160 applications

Peng Jin-guo	Review	mP8a5o0Z5aIZa0CZDEuNq0REUQ (Winter 2024) - Declined	Application #K1485320	Last Activity: May 6, 2017	Submitted: Apr 25, 2017
Antika Nayak	Review	ESL Program 1 (Fall 2019) #1 - igakl0uRuektUlaa0BW0aAAaBw0qCh (Fall 2019) #2 - Advanced Diploma 4 (Spring 2018) #3 - Certificate 2 (Fall 2019)	Application #K1485310	Last Activity: May 21, 2017	Submitted: May 21, 2017
Heena Pandian	Review	Eap Program 1 (Fall 2019) #1 - Degree 2 (Spring 2019)	Application #K1485311	Last Activity: Jun 9, 2017	Submitted: Jun 9, 2017
Kovida Chetlapalli	Review	ESL Program 2 (Fall 2018) #1 - Graduate Certificate 5 (Spring 2019) #2 - Advanced Diploma 1 (Winter 2017)	Application #K1485324	Last Activity: Jun 13, 2017	Submitted: Jun 13, 2017

6. Select the filter you would like to apply from the dropdowns to the left of the list. Applications can be filtered by term, college, country or status.

7. If the 'Review' status is selected, applications can also be filtered by program status

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INTERNATIONAL

Dashboard
New Application
List Views
Applicants
Applications
Offers

List Applications

Filter

Filter By Term
Any Term

Filter By College
Any College

Filter By Country
Any Country

Filter By Status
Any Status

Sort

Sort By
☒ Last Activity Date
☐ Submitted Date
☐ Applicant Name

Sort Direction
☒ Ascending
☐ Descending

Showing 25 of 160 applications

Peng Jin-guo	Review	mP8a5o0Z5aIZa0CZDEuNq0REUQ (Winter 2024) - Declined	Application #K1485320	Last Activity: May 6, 2017	Submitted: Apr 25, 2017
Antika Nayak	Review	ESL Program 1 (Fall 2019) #1 - igakl0uRuektUlaa0BW0aAAaBw0qCh (Fall 2019) #2 - Advanced Diploma 4 (Spring 2018) #3 - Certificate 2 (Fall 2019)	Application #K1485310	Last Activity: May 21, 2017	Submitted: May 21, 2017
Heena Pandian	Review	Eap Program 1 (Fall 2019) #1 - Degree 2 (Spring 2019)	Application #K1485311	Last Activity: Jun 9, 2017	Submitted: Jun 9, 2017
Kovida Chetlapalli	Review	ESL Program 2 (Fall 2018) #1 - Graduate Certificate 5 (Spring 2019) #2 - Advanced Diploma 1 (Winter 2017)	Application #K1485324	Last Activity: Jun 13, 2017	Submitted: Jun 13, 2017

8. Select how you would like the list to be sorted from the options to the left of the list. Applications can be sorted by last activity date, submitted date or applicant name and the list can be sorted in ascending or descending order.

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INTERNATIONAL

Dashboard
New Application
List Views
Applicants
Applications
Offers

List Applications

Filter

Filter By Term
Any Term

Filter By College
Any College

Filter By Country
Any Country

Filter By Status
Any Status

Sort

Sort By
☒ Last Activity Date
☐ Submitted Date
☐ Applicant Name

Sort Direction
☒ Ascending
☐ Descending

Showing 25 of 160 applications

Peng Jin-guo	Review	mP8a5o0Z5aIZa0CZDEuNq0REUQ (Winter 2024) - Declined	Application #K1485320	Last Activity: May 6, 2017	Submitted: Apr 25, 2017
Antika Nayak	Review	ESL Program 1 (Fall 2019) #1 - igakl0uRuektUlaa0BW0aAAaBw0qCh (Fall 2019) #2 - Advanced Diploma 4 (Spring 2018) #3 - Certificate 2 (Fall 2019)	Application #K1485310	Last Activity: May 21, 2017	Submitted: May 21, 2017
Heena Pandian	Review	Eap Program 1 (Fall 2019) #1 - Degree 2 (Spring 2019)	Application #K1485311	Last Activity: Jun 9, 2017	Submitted: Jun 9, 2017
Kovida Chetlapalli	Review	ESL Program 2 (Fall 2018) #1 - Graduate Certificate 5 (Spring 2019) #2 - Advanced Diploma 1 (Winter 2017)	Application #K1485324	Last Activity: Jun 13, 2017	Submitted: Jun 13, 2017

Downloaded from <http://ajphaphysocpharm.sagepub.com/> at 11:01 11 November 2014

List Applications

Filter

Reset All

Filter By Term

Winter 2018

Filter By Country

India

Filter By Application Status

Review

Filter By Program Status

Any Status

[View and Edit Application Information](#)

1. Log in to your account. If you are not sure how to do this, please refer to the instructions, section [Log in to the Agent Portal](#).
2. From the Dashboard view, click the 'Applications' link under 'List Views' on the left.
3. Click on the application that you would like to view

ontariocolleges.ca
INTERNATIONAL

- [Dashboard](#)
- [New Application](#)
- [List Views](#)
- [Applicants](#)
- [Applications](#)
- [Offers](#)

List Applications

Filter

Filter By Term

Any Term

Filter By College

Any College

Filter By Country

Any Country

Filter By Status

Any Status




Sort

Sort By

Last Activity Date

Search by Name, Email, Program or Application #

Showing 25 of 160 applications

 Peng Jin-guo Review mP5i0e0cZ5aiz0L0ZCZDEUNcQ0REU0 (Winter 2024) - Declined Application #K1483520 Last Activity: May 6, 2017 Submitted: Apr 25, 2017
 Antika Nayak Review ESL Program 1 (Fall 2019) #1 - IgnitedFutureElla0DW0U0AA0m0q0h (Fall 2019) #2 - Advanced Diploma #4 (Spring 2018) #3 - Certificate 2 (Fall 2019) Application #K1483310 Last Activity: May 21, 2017 Submitted: May 21, 2017
 Heena Pandian Review Exp Program 1 (Fall 2019) #1 - Degree 2 (Spring 2019) Application #K1483311 Last Activity: Jun 1, 2017 Submitted: Jun 1, 2017

4. When the application is in 'Draft' status, sections of the application can be updated by clicking the 'Change' button at the top right of each section.

TEST COLLEGE #2

Application for Justi Suman Draft

Submit

*Please review the information below for accuracy and completeness.
If everything is correct, you may proceed to submit your application to Test College 2!*

Selected Programs Change

#1 - Other 3

Term: Fall 2019
Credential: Other

Personal Information Change

Legal Name: Justi Suman
Date of Birth: Aug 31, 1983
Gender: Female

Citizenship

Status in Canada: No status in Canada
Country: India

Adding another Program Selection to an Application



- When the application is in 'Draft' state, you can make any changes to the program selections.
- Once the application is in 'Review' state, the program selections cannot be modified and the program selections cannot be re-ranked.
- A **new** program may be added to the application, however only after
 - The college has made a decision of Declined or Waitlisted on an existing program selection; or
 - An Offer has been made on a program selection, and the Offer state is at Offer Revoked, Offer Declined, or Withdrawn Acceptance
 - The application has only 1 or 2 program selections
- When the application is at 'Closed' state, no new program selections can be added

Each application will be assigned a unique ID. This will appear in the List Applications page and is also a searchable field.

The applicant's Personal information, Education, and Supporting Documents can be modified after the application is submitted. Select the [Change] button to load the appropriate page and make the modifications then click Save.

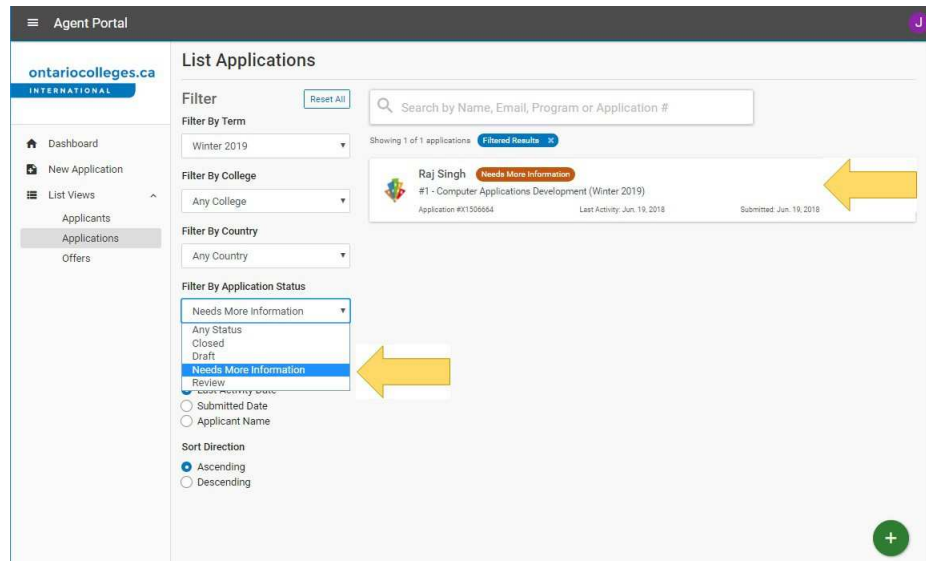
Responding to Applications that "Need More Information"

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 and the applicant will receive an email notification. Follow the steps below to provide the corrections or missing information.

Locate the Application

1. Log in to your account. If you are not sure how to do this, please follow the section [Log in to the Agent Portal](#).
2. Click the 'Applications' link under 'List Views' on the left.

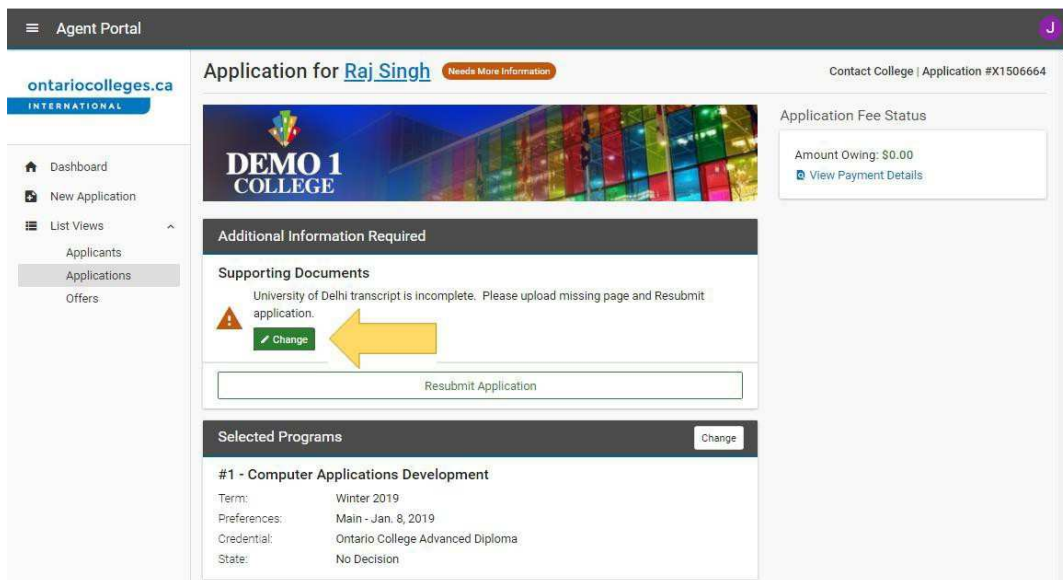
3. Filter by Application Status = 'Needs More Information' as shown below.



4. Enter the applicant's name or the application ID into the search bar, in order to find the appropriate applicant. Select this item from the list.

Review the Instructions

1. 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



2. Read the instructions carefully, then click the 'Change' button.

Make the Necessary Corrections

1. 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.

The screenshot shows the 'Agent Portal' interface for 'ontariocolleges.ca INTERNATIONAL'. The left sidebar contains navigation links: Dashboard, New Application, List Views, Applicants (selected), Applications, and Offers. The main content area is titled 'Academic Documents for University of Delhi'. It includes instructions: 'Please provide the necessary files for this school. You may upload up to 10 files per document. Ensure the size of each file is 50 MB or less.' Below this, there is a section for 'Final Graduation Diploma / Certificate' with a red 'X' icon. It prompts the user to 'Upload a copy of your Final Graduation Diploma / Certificate'. A file named 'Demo-Secondary-School1.png' (567 KB, Added: Jun. 19, 2018, 10:43:38 a.m.) is shown with a red 'X' icon. Next to it is a dashed box with an upload icon and the text 'Select file(s) or drop them here', with a yellow arrow pointing to it. Below this is a '+ Add Another Document' button. Further down, there is a section for 'Test Scores for IELTS (Optional)' with instructions: 'If possible, please provide one or more files for this test. You may upload up to 10 files. Ensure the size of each file is 50 MB or less.' It prompts the user to 'Upload a copy of your English Proficiency Test scores' and shows a dashed box with an upload icon.

2. In the 'Academic Documents' section under the relevant establishment, click the type of document you will submit.
3. 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
4. Scroll to the bottom of the page and click 'Save' button to save changes.

Re-submit application

1. On the Application Details page, click on 'Resubmit'

Agent Portal

ontariocolleges.ca INTERNATIONAL

Application for **Raj Singh** Needs More Information Contact College | Application #X1506664

Application Fee Status

Amount Owning: \$0.00 [View Payment Details](#)

Additional Information Required

Supporting Documents

University of Delhi transcript is incomplete. Please upload missing page and Resubmit application.

[Change](#)

Resubmit Application

Selected Programs [Change](#)

#1 - Computer Applications Development

Term: Winter 2019

Preferences: Main - Jan. 8, 2019

Credential: Ontario College Advanced Diploma

State: No Decision

After Resubmit, the application state will change to 'Resubmitted'

View Application Status

1. From the Dashboard view, click the 'Applications' link under 'List Views' on the left.
2. The application status is displayed next to each application in the list. Applications can either be in 'Draft', 'Review' or 'Closed' status.

ontariocolleges.ca INTERNATIONAL

List Applications

Filter [Reset All](#)

Search by Name, Email, Program or Application #

Showing 12 of 12 applications [Filtered Results](#)

Filter By Term

Spring 2017

Filter By College

Any College

Filter By Country

Any Country

Filter By Status

Any Status

Sort

Sort By

☒ Last Activity Date

☐ Submitted Date

☐ Applicant Name

	Kovida Chetlapalli Review	ESL Program 2 (Fall 2018) - Offer #1 - Other 5 (Spring 2017)	Application #X1485323	Last Activity: Jun 13, 2017	Submitted: Jun 13, 2017
	Nikita Spinka Review	Eap Program 1 (Fall 2016) #1 - Graduate Certificate 2 (Spring 2017)	Application #X1485079	Last Activity: Oct 24, 2017	Submitted: Oct 24, 2017
	Eudora Labadie Review	#1 - Graduate Certificate 3 (Spring 2017) - Offer	Application #X1485174	Last Activity: Oct 24, 2017	Submitted: Oct 24, 2017
	Kyleigh Leannon Draft	#1 - Advanced Diploma 5 (Spring 2017)	Application #X1485180	Last Activity: Oct 24, 2017	Created: Oct 24, 2017

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, and
- Offered

Withdraw or Cancel an Application

1. From the Dashboard view, click the 'Applications' link under 'List Views' on the left.
2. Search for the application you wish to withdraw or cancel and click on the application.
3. At the top right of the screen click the 'Contact College' link and contact the relevant college through the contact details provided in the pop-up window.
4. Provide the appropriate Application ID (and Applicant's Name) to the college, for the application you would like to Close.

The screenshot displays the 'ontariocolleges.ca' application management interface. On the left, a sidebar menu includes 'Dashboard', 'New Application', 'List Views', 'Applicants', 'Applications', and 'Offers'. The main content area is titled 'Application for Heena Pandian' and features a 'TEST COLLEGE #2' banner. Below the banner, a 'Selected Programs' table lists two programs: 'Eap Program 1' (Fall 2019) and '#1 - Degree 2' (Spring 2019). To the right, an 'Application Fee Status' section shows 'Amount Owning: \$0.00'. A yellow arrow points from the 'Contact College / Application #X1489211' link to a pop-up window titled 'Test College 2'. The pop-up window contains contact information: Phone (+1 (555) 555-5555), Email (international@mailinator.com), and Website (http://www.google.ca), with a 'DONE' button at the bottom right.

How do I Manage Offers?

Search, Filter, and Sort the List of Offers

1. From the Dashboard view, click the 'Offers' link under 'List Views' on the left.
2. The list of offers will be displayed to the right.

The screenshot shows the 'List Offers' page. On the left, the navigation menu has 'Offers' highlighted. A yellow arrow points to the 'Offers' link. The main area displays a list of offers with filters and a search bar. The filters include 'Filter By Term', 'Filter By College', 'Filter By Country', 'Filter By Status', 'Filter By Type', and 'Sort'. The search bar is at the top right of the list area.

Applicant Name	Status	Program	Offered Date	Program Start
Yep Abbott	Withdrawn	Exp Program 1 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Maximus Saryu	Accepted	Graduate Certificate 2 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Focaut Kota	Offered	ESL Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Mihri Voisin	Declined	igaklôRudEÜlaaöBWÜaÄAsBwiQpCh (Fall 2016) at Secondary, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Zou Jun	Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Offered: Jun 24, 2017	Program Start: Sep 1, 2016
Braden Zhi-peng	Offered	Certificate 5 (Fall 2016) at Secondary, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Emil Heikkinen	Offered	Exp Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016

3. At the top of the list, enter the applicant's name, email address, program or application number.
4. The search results will appear below as the search term is being entered.

The screenshot shows the 'List Offers' page with a yellow arrow pointing to the search bar at the top of the list area. The search bar is labeled 'Search by Name, Email, Program or Application #'. The list of offers is displayed below the search bar.

Applicant Name	Status	Program	Offered Date	Program Start
Yep Abbott	Withdrawn	Exp Program 1 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Maximus Saryu	Accepted	Graduate Certificate 2 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Focaut Kota	Offered	ESL Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Mihri Voisin	Declined	igaklôRudEÜlaaöBWÜaÄAsBwiQpCh (Fall 2016) at Secondary, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Zou Jun	Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Offered: Jun 24, 2017	Program Start: Sep 1, 2016
Braden Zhi-peng	Offered	Certificate 5 (Fall 2016) at Secondary, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016
Emil Heikkinen	Offered	Exp Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered: Oct 24, 2017	Program Start: Sep 1, 2016

5. Select the filter you would like to apply from the dropdowns to the left of the list. Offers can be filtered by term, college, country, status or type.

ontariocolleges.ca INTERNATIONAL

Dashboard
New Application
List Views
Applicants
Applications
Offers

List Offers

Filter

Filter By Term
Any Term

Filter By College
Any College

Filter By Country
Any Country

Filter By Status
Any Status

Filter By Type
Any Type

Sort

Sort By
☒ Offer Expiration Date
☐ Offered Date
☐ Program Start Date
☐ Applicant Name

Sort Direction
☒ Ascending
☐ Descending

Search by Name, Email, Program or Application #

Yep Abbott	Withdrawn	Exp Program 1 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Maximus Saryu	Accepted	Graduate Certificate 2 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Focaut Kota	Offered	ESL Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Mihri Voisin	Declined	igM0uRukdEÜlkaOBWU6AA5BwOpCh (Fall 2016) at Secondary, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Zou Jun	Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Offered Jun 24, 2017	Program Start Sep 1, 2016
Braden Zhi-peng	Offered	Certificate 5 (Fall 2016) at Secondary, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Emil Heikkinen	Offered	Exp Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016

- Select how you would like the list to be sorted from the options to the left of the list. Offers can be sorted by offer expiration date, offered date, program start date or applicant name and the list can be sorted in ascending or descending order.

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Dashboard
New Application
List Views
Applicants
Applications
Offers

List Offers

Filter

Filter By Term
Any Term

Filter By College
Any College

Filter By Country
Any Country

Filter By Status
Any Status

Filter By Type
Any Type

Sort

Sort By
☒ Offer Expiration Date
☐ Offered Date
☐ Program Start Date
☐ Applicant Name

Sort Direction
☒ Ascending
☐ Descending

Search by Name, Email, Program or Application #

Showing 25 of 52 offers

Yep Abbott	Withdrawn	Exp Program 1 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Maximus Saryu	Accepted	Graduate Certificate 2 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Focaut Kota	Offered	ESL Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Mihri Voisin	Declined	igM0uRukdEÜlkaOBWU6AA5BwOpCh (Fall 2016) at Secondary, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Zou Jun	Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Offered Jun 24, 2017	Program Start Sep 1, 2016
Braden Zhi-peng	Offered	Certificate 5 (Fall 2016) at Secondary, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016
Emil Heikkinen	Offered	Exp Program 2 (Fall 2016) at Main, Full-Time - Offer	Offered Oct 24, 2017	Program Start Sep 1, 2016

View Offer Status

- From the Dashboard view, click the 'Offers' link under 'List Views' on the left.
- The offer status is displayed next to each offer in the list. Offers can either be in 'Pre-Admitted', 'Offered', 'Accepted', 'Declined', 'Paid', 'Pre-Registered', 'Revoked' or 'Withdrawn' status.

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List Offers

Filter

Filter By Term: Any Term

Filter By College: Any College

Filter By Country: Any Country

Filter By Status: Any Status

Filter By Type: Any Type

Sort

Sort By: Offer Expiration Date (selected), Offered Date

Search by Name, Email, Program or Application #

Showing 25 of 52 offers

	Yep Abbott Withdrawn	Eap Program 1 (Fall 2016) at Main, Full-Time - Offer	Withdrawn: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Maximus Saryu Accepted	Graduate Certificate 2 (Fall 2016) at Main, Full-Time - Offer	Accepted: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Focaut Kota Offered	ESL Program 2 (Fall 2016) at Main, Full-Time - Offer	Expires: Aug 22, 2016	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Mihri Voisin Declined	ugaloûRudeEÜlaaGBW0sAAAsBwiQpCh (Fall 2016) at Secondary, Full-Time - Offer	Declined: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Zou Jun Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Expires: Aug 24, 2016	Offered: Jun 24, 2017	Program Start: Sep 1, 2016	>

The college may issue an offer on:

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

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

View Letter of Acceptance

1. From the Dashboard view, click the ‘Offers’ link under ‘List Views’ on the left.
2. Select the offer you wish to view

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INTERNATIONAL

List Offers

Filter

Filter By Term: Any Term

Filter By College: Any College

Filter By Country: Any Country

Filter By Status: Any Status

Filter By Type: Any Type

Sort

Sort By: Offer Expiration Date (selected), Offered Date

Search by Name, Email, Program or Application #

Showing 25 of 52 offers

	Yep Abbott Withdrawn	Eap Program 1 (Fall 2016) at Main, Full-Time - Offer	Withdrawn: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Maximus Saryu Accepted	Graduate Certificate 2 (Fall 2016) at Main, Full-Time - Offer	Accepted: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Focaut Kota Offered	ESL Program 2 (Fall 2016) at Main, Full-Time - Offer	Expires: Aug 22, 2016	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Mihri Voisin Declined	ugaloûRudeEÜlaaGBW0sAAAsBwiQpCh (Fall 2016) at Secondary, Full-Time - Offer	Declined: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: Sep 1, 2016	>
	Zou Jun Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Expires: Aug 24, 2016	Offered: Jun 24, 2017	Program Start: Sep 1, 2016	>

3. On the offer details page, click the ‘View Letter of Acceptance’ link.
4. If a previous letter of acceptance was received, a ‘View Previous Letters’ link will appear.

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Dashboard
New Application
List Views
Applicants
Applications
Offers

Offer for Focaut Kota Offered

TEST COLLEGE #1

Offer Details

This offer will expire on Aug 22, 2016.

Offered Date:	Oct 24, 2017, 4:17:33 PM
Program:	ESL Program 2
Campus:	Main 86 Brattle St, Cambridge
Term:	Fall 2016
Program Start Date:	Sep 1, 2016
Delivery Option:	Full-Time
Co-op / Internship:	Optional
Referring Agency:	_Test Agency 1

[View Letter of Acceptance](#) [View Previous Letters](#)

Offer Conditions

No Conditions

Offers with Future Intakes

Issue “1 + 1 (or English + 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

Accept a Pre-Admittance

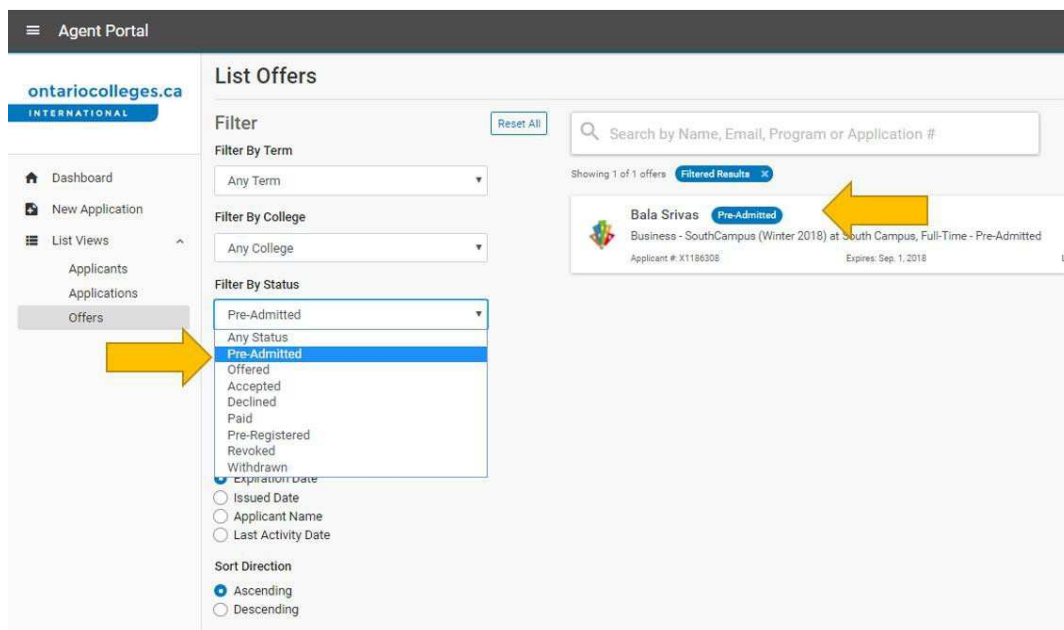
Some colleges may issue a “Pre-Admitted” letter before a standard Letter of Acceptance (Offer Letter) is provided. The applicant must satisfy the specified conditions in the Pre-Admit letter before they receive a standard Offer Letter. The conditions could be a deposit payment or completion of specified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

The Pre-Admit Letter looks similar to the standard Offer Letter, however with one main distinction: Across the top, there is an indication “THIS LETTER CANNOT BE USED FOR VISA PURPOSES”. The applicant cannot use this letter to apply for a visa/study permit. However, the content and format of the letter is adequate to allow the applicant to apply for financial aid (such as a bank loan) to assist with their 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		
Applicant ID #: X1186224	Referring Agent (if applicable): _Demo Agency 8 China-Beijing	
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

The status will show as “Pre-Admitted” in your Agent Portal. A Pre-Admit letter can contain conditions, just like an Offer Letter. Once the applicant has satisfied the conditions of the Pre-Admit letter, there is an option to convert the Pre-Admit state to a standard “Offer”, and the applicant will receive a standard Offer Letter to facilitate the rest of their application.

1. On the List Offers page, Filter by Status = ‘Pre-Admitted’
2. Select the item from the List that contains the ‘Pre-Admitted’ state



The screenshot shows the 'Agent Portal' interface. On the left, a sidebar contains navigation links: Dashboard, New Application, List Views, Applicants, Applications, and Offers. The 'Offers' link is highlighted. The main content area is titled 'List Offers'. It features a 'Filter' section with dropdown menus for 'Filter By Term' (set to 'Any Term'), 'Filter By College' (set to 'Any College'), and 'Filter By Status'. The 'Filter By Status' dropdown is open, showing a list of status options: Pre-Admitted, Any Status, Offered, Accepted, Declined, Paid, Pre-Registered, Revoked, and Withdrawn. The 'Pre-Admitted' option is selected and highlighted. Below the status filter, there are radio buttons for 'Expiration Date', 'Issued Date', 'Applicant Name', and 'Last Activity Date'. At the bottom, there is a 'Sort Direction' section with radio buttons for 'Ascending' (selected) and 'Descending'. On the right side of the page, there is a search bar and a list of offers. The first offer is for 'Bala Srivas' with a status of 'Pre-Admitted'. A yellow arrow points to the 'Pre-Admitted' status in the filter, and another yellow arrow points to the 'Pre-Admitted' status in the offer list item.

3. On the Pre-Admittance details page, click the ‘Accept Pre-Admittance’ button.
4. A confirmation message will appear. Read the information provided and click the ‘Continue’ button.

Agent Portal

ontariocolleges.ca
INTERNATIONAL

Dashboard
New Application
List Views
Applicants
Applications
Offers

Pre-Admittance for **Bala Srivas** Pre-Admitted

DEMO 1 COLLEGE

Pre-Admitted Details

This pre-admittance will expire on Sep. 1, 2018.

Issued Date:	Jun. 18, 2018, 4:11:04 p.m.
Program:	Business - South Campus
Campus:	South Campus 123 Chestnut St, Guelph
Term:	Winter 2018
Program Start Date:	Jan. 8, 2018
Delivery Option:	Full-Time
Referring Agency:	_Demo Agency 2 India Punjab
Internship / Work Practicum:	Co-op Optional

[View Pre-Admit Letter](#)

✓ Accept Pre-Admittance ✗ Decline Pre-Admittance

Pre-Admitted Conditions

#1 - Proof of English proficiency

Accept Pre-Admit ✕

Please confirm that you wish to **accept** this pre-admit. You cannot undo this action.

Please refer to your Pre-Admit Letter for details of the necessary conditions that you must satisfy.

CANCEL 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 the 'Accept Offer' button.
2. A confirmation message will appear. Read the information provided and click the 'Continue' button to confirm acceptance of the offer

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INTERNATIONAL

Dashboard
New Application
List Views
Applicants
Applications
Offers

Offer for Focaut Kota Offered

 **TEST COLLEGE #1**

Offer Details

This offer will expire on Aug 22, 2016.

Offered Date:	Oct 24, 2017, 4:17:33 PM
Program:	ESL Program 2
Campus:	Main 86 Brattle St, Cambridge
Term:	Fall 2016
Program Start Date:	Sep 1, 2016
Delivery Option:	Full-Time
Co-op / Internship:	Optional
Referring Agency:	_Test Agency 1

[View Letter of Acceptance](#)

Offer Conditions

No Conditions

Accept Offer ×

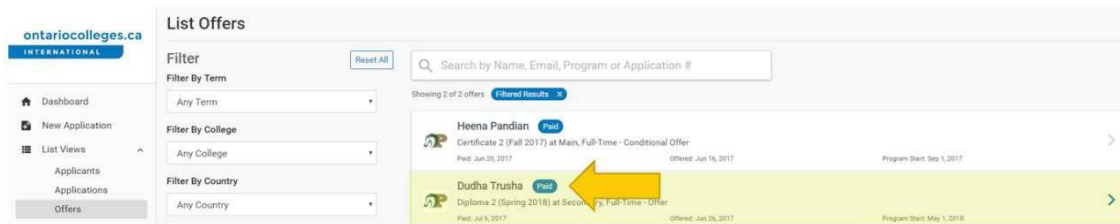
Please confirm that you wish to **accept** this offer. You cannot undo this action.

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.

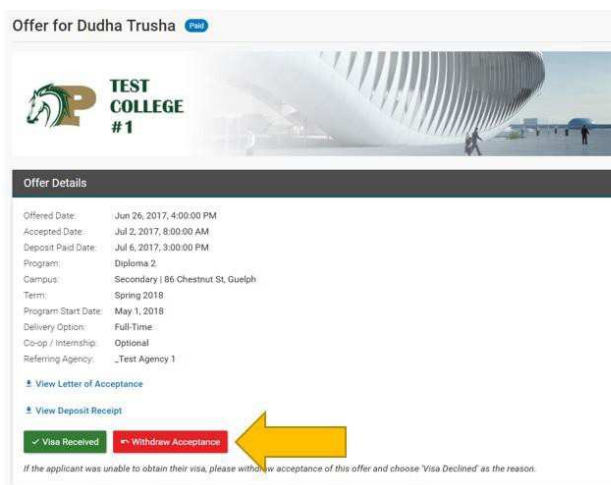
Both the Agent and Applicant can Accept an Offer, Decline an Offer, or Withdraw Acceptance of an Offer.

Withdraw an accepted offer

1. From the Dashboard view, click the 'Offers' link under 'List Views' on the left.
2. Select the offer you wish to view.



3. On the offer details page, click the 'Withdraw Acceptance' link.
4. A confirmation message will appear. Read the information provided, select the withdraw reason from the dropdown and click the 'Continue' button to confirm withdrawing acceptance of the offer.



Decline an Offer

1. On the offer details page, click the 'Decline Offer' button.
2. A confirmation message will appear. Read the information provided and click the 'Continue' button.

Offer for Focaut Kota Offered

TEST COLLEGE #1

Offer Details

This offer will expire on Aug 22, 2016.

Offered Date: Oct 24, 2017, 4:17:33 PM
 Program: ESL Program 2
 Campus: Main | 86 Brattle St. Cambridge
 Term: Fall 2016
 Program Start Date: Sep 1, 2016
 Delivery Option: Full-Time
 Co-op / Internship: Optional
 Referring Agency: Test Agency 1

[View Letter of Acceptance](#)

[Accept Offer](#) [Decline Offer](#)

Offer Conditions

No Conditions

Upload Documents for Conditional Offers

1. From the Dashboard view, click the 'Offers' link under 'List Views' on the left.
2. In the 'Filter by Type' dropdown select 'With Conditions' to view all conditional offers and select the offer you wish you view.

ontariocolleges.ca **List Offers**

Filter Reset All

Filter By Term: Any Term

Filter By College: Any College

Filter By Country: Any Country

Filter By Status: Any Status

Filter By Type: **With Conditions**

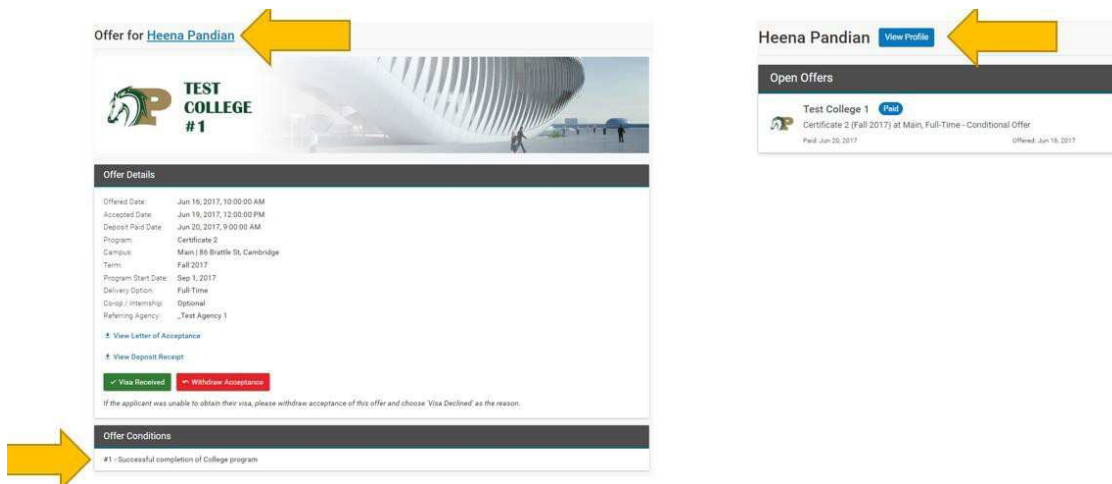
Sort

Search by Name, Email, Program or Application #

Showing 10 of 10 offers [Filtered Results](#)

	Zou Jun Offered	Certificate 3 (Fall 2016) at Main, Full-Time - Conditional Offer	Expires: Aug 24, 2016	Offered: Jun 24, 2017	Program Start: Sep 1, 2016	View
	Heena Pandian Full	Certificate 2 (Fall 2017) at Main, Full-Time - Conditional Offer	Valid: Jun 23, 2017	Offered: Jun 16, 2017	Program Start: Sep 1, 2017	View
	test brown Pre-Registered	Degree 3 (Spring 2018) at Main, Full-Time - Conditional Offer	Pre-Registered: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: May 1, 2018	View
	test yello Withdrawn	Degree 3 (Spring 2018) at Main, Full-Time - Conditional Offer	Withdrawn: Oct 24, 2017	Offered: Oct 24, 2017	Program Start: May 1, 2018	View

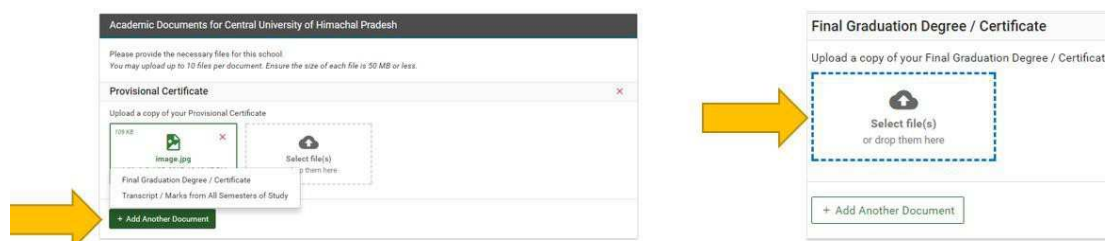
3. On the offer details page note the offer conditions at the bottom.
4. Click on the Applicant's name at the top to go to the Applicant dashboard page.
5. On the Applicant dashboard page click the 'View Profile' button.



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



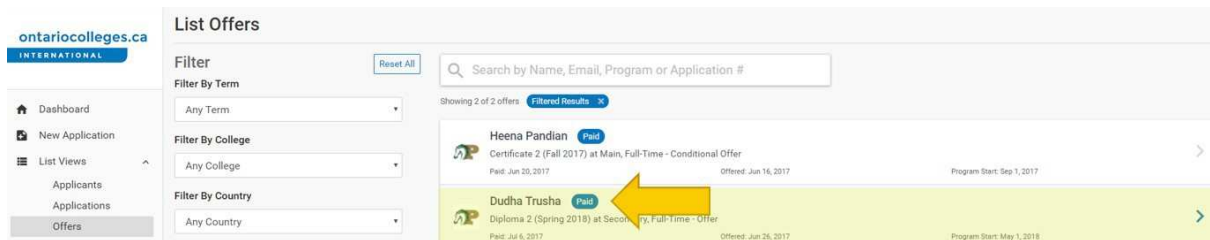
- In the relevant section, click the 'Add Another Document' button then select the relevant file from your computer to upload.



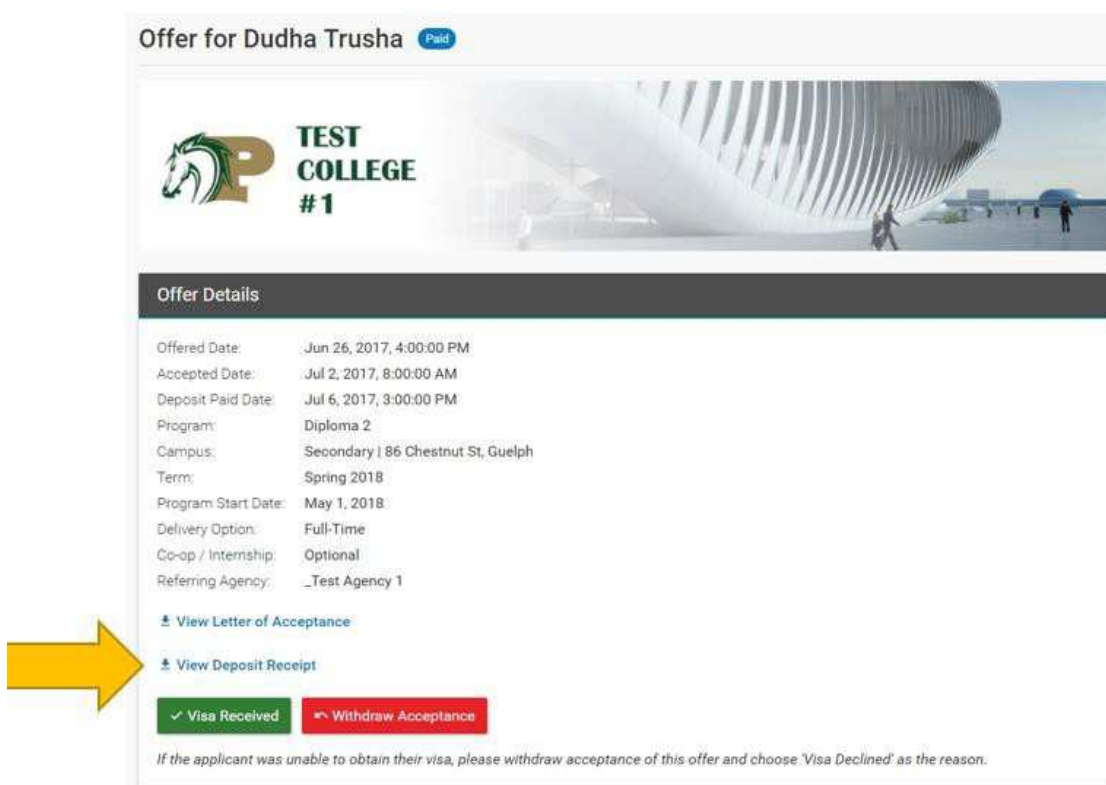
View deposit/payment receipt

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, click the 'Offers' link under 'List Views' on the left.
2. Select the Offer you wish to view. Note: the offer status must be 'Paid' or 'Pre-Registered' to view deposit receipt.



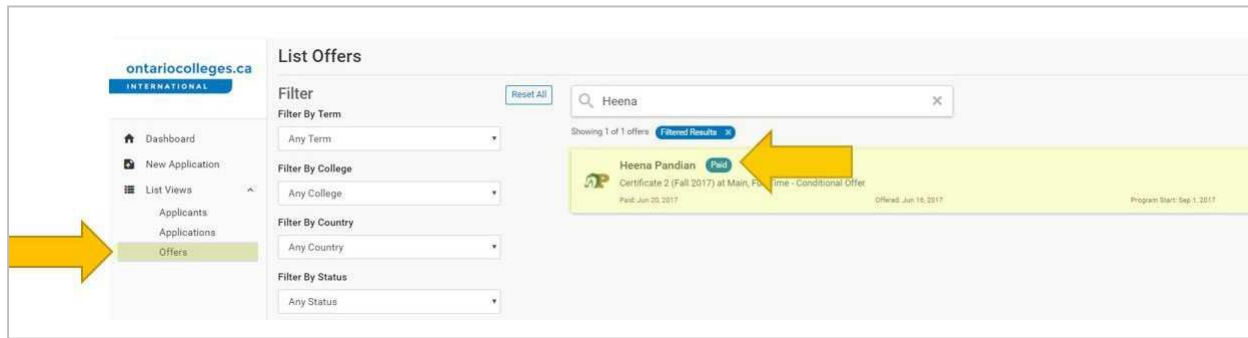
3. On the offer details page, click the 'View Deposit Receipt' link.



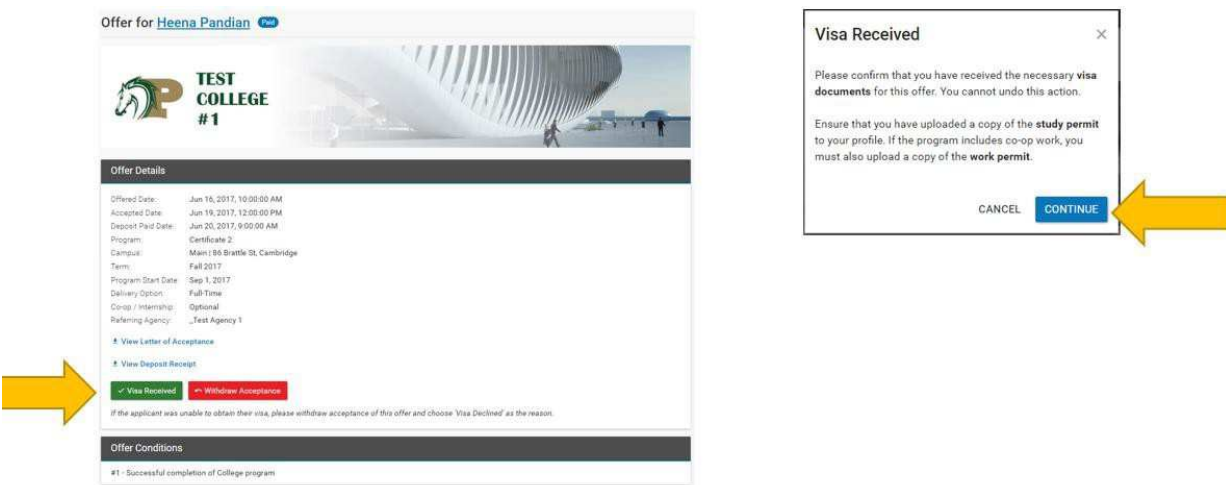
Upload Visa/Study Permit

When the applicant's Visa/Study Permit application is approved, notify the college through the portal following the steps below.

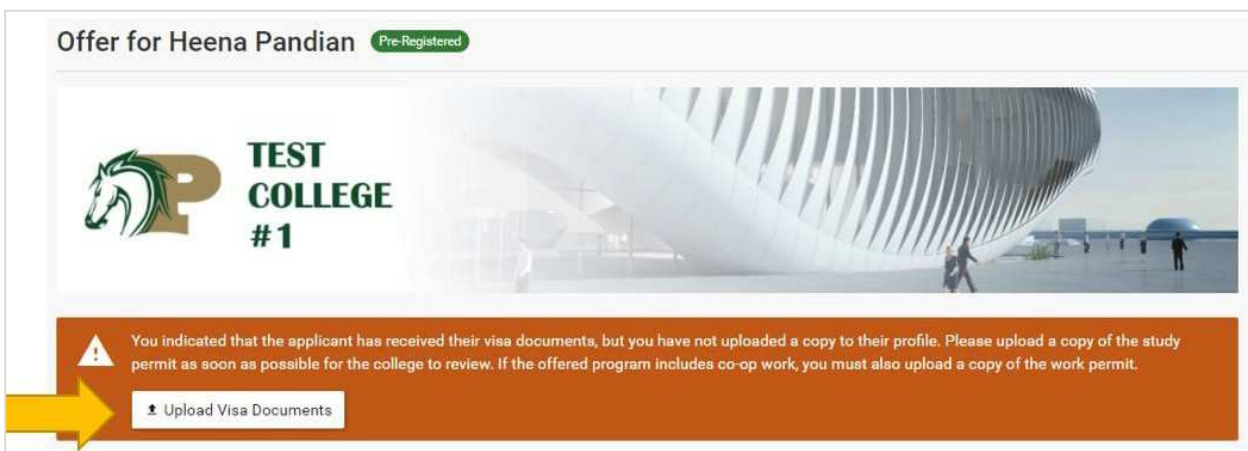
1. From the Dashboard view, click the 'Offers' link under 'List Views' on the left.
2. In the search box enter the name of the Applicant you wish to find and select the offer you wish to view.



3. On the offer details page click the 'Visa Received' button.
4. A confirmation message will appear. Read the information provided and click the 'Continue' button to confirm that you have received the necessary visa documents for the offer.



5. A message will appear at the top of the screen prompting you to upload a copy of the Applicant's visa documents.
6. Click the 'Upload Visa Documents' button to go to the Applicant's profile page.

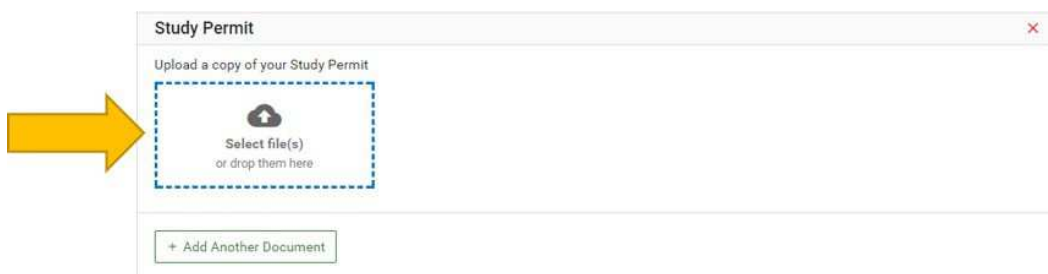


7. On the Applicant profile page, scroll down to the 'Visa Documents' section and select the visa document that you wish to upload.



The screenshot shows a section titled "Visa Documents (Optional)" with a sub-header "If possible, please provide one or more of the following visa documents:". Below this is a list of four options, each with a plus icon in a square: "Co-op Work Permit", "Study Permit", "Visa Approval Letter", and "Visitor Visa". A large yellow arrow points to the "Study Permit" option.

8. Select the relevant file from your computer to upload.



The screenshot shows a window titled "Study Permit" with a close button (X) in the top right corner. Inside the window, it says "Upload a copy of your Study Permit". Below this is a dashed blue box containing an upload icon and the text "Select file(s) or drop them here". At the bottom of the window is a button labeled "+ Add Another Document". A large yellow arrow points to the dashed box area.

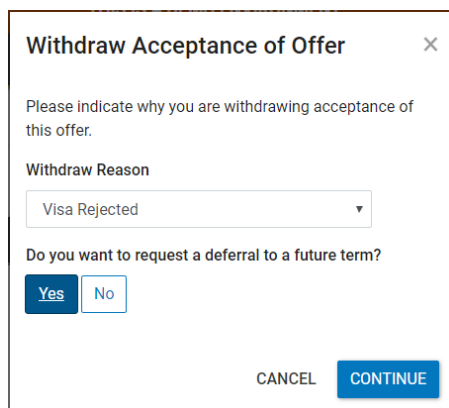
9. Click the 'Save + Continue' button.

The Offer status will update to "Pre-Registered".

Visa Declined

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

1. From the Dashboard view, click the 'Offers' link under 'List Views' on the left.
2. In the search box enter the name of the Applicant you wish to find and select the offer you wish to view.
3. 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

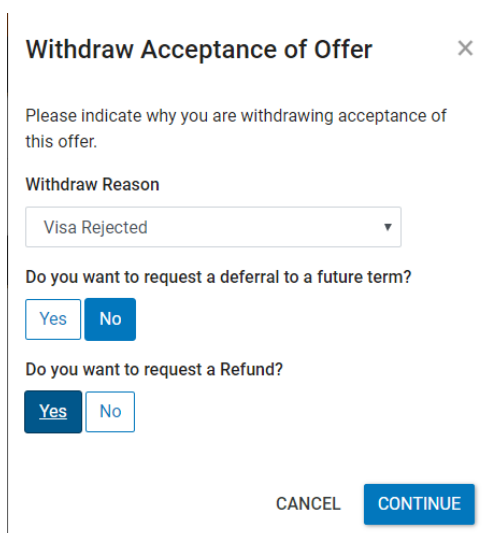
Visa Rejected ▼

Do you want to request a deferral to a future term?

Yes **No**

CANCEL **CONTINUE**

- 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.



Withdraw Acceptance of Offer ✕

Please indicate why you are withdrawing acceptance of this offer.

Withdraw Reason

Visa Rejected ▼

Do you want to request a deferral to a future term?

Yes **No**

Do you want to request a Refund?

Yes **No**

CANCEL **CONTINUE**

- 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 as shown below:

Agent Portal

ontariocolleges.ca

INTERNATIONAL

Dashboard

Search Programs

New Application


List Views

Applicants

Applications

Offers

Offer for [OCAS Demo](#) Withdrawn



DEMO 1

COLLEGE

Offer Details

Acceptance of this offer was withdrawn as of Feb. 12, 2019, 11:37:57 a.m..
Reason: Transfer to Another Institution

Issued Date:	Feb. 11, 2019, 4:12:00 p.m.
Accepted Date:	Feb. 11, 2019, 4:12:33 p.m.
Deposit Paid Date:	Feb. 11, 2019, 4:21:43 p.m.
Program:	Developmental Service Worker (0632)
Campus:	South Campus 123 Chestnut St, Guelph
Term:	Spring 2019
Program Start Date:	Apr. 2, 2019
Delivery Option:	Full-Time
Referring Agency:	_Demo Agency 1 IDP India Gujarat
Student ID:	OCASTest123
Internship / Work	Not Available
Practicum:	

[View Letter of Acceptance](#)

[View Payment Receipt](#) (View Previous Payment Receipts)

[Request Deferral](#)
[Request Refund](#)

Offer Conditions

No Conditions

Offer Revoked

A College user may Revoke the offer for various reasons.

- Acceptance Deadline Passed
- Applicant Did Not Show Up
- No Seats Available in the Selected Intake
- Payment Not Received
- Visa Not Received

- Other (enter user-defined reason)

Both you and the applicant will receive an email notifying you if an offer has been revoked.

No further actions are available when an offer shows as 'Revoked'.

How do I Stay Informed?

The Dashboard provides a quick “at a glance” overview of critical information for your Agency. The Dashboard consists of the following sections:

- Summary Counts of Applicants at Key Stages
- Enrollment Funnel Chart
- Offers Expiring Soon

Track Offers, Acceptance, Payments, and Pre-Registrations

1. From the Dashboard view you can see the funnel of applications from offer through to acceptance, payment and pre-registration
2. At the top, you can see the number of visas in progress, accepted offers, new offers and applications with no decision. Each box can be clicked on to see further detail.



Change Dashboard View

1. The dashboard view can be changed to see the information by term or college.
2. To change the view select the relevant option from the dropdowns at the top of the page.



Frequently Asked Questions

Q: Who has access to make changes to the application?

A: If the applicant created their profile, and selected your Agency during the application steps, then both the applicant and any Agent assigned to your Agency will have read and write permissions to the application. This means you can both Accept or Decline offers, and make updates to the Applicant Profile.

Q: Who receives email notifications?

A: Both you and the applicant will receive email notices.

Q: When are email notifications sent?

A: Automatic email notifications are sent after the college receives the submitted application, when the college issues an Offer (or Pre-Admit).

Application Statuses

- **Draft** - Any user can start an application, save as Draft and return later on in order to complete and submit. A college will not see Draft applications created by an Agent or Applicant. Once the application is submitted, then this goes into Review
- **Review** - An application that a college is currently reviewing/processing will be in Review status
- **Needs More Information** - During the initial review/screening of the application, if it's determined that more information is required, or there are corrections needed in the application, then the state Needs More Information can be used. The Agent/Applicant will see this state along with indication of what needs to be fixed. Once the information has been corrected/provided by Agent/Applicant, the status goes back into Resubmitted and processing may proceed. See [Triggering the "Needs More Information"](#) for more details.
- **Resubmitted** - Once the necessary updates have been made to an application in the Needs More Information state, the application status will be changed to Resubmitted.
- **Closed** - A College Admissions Officer can Close an application when they are no longer actively processing. Typical scenarios include
 - The application is a duplicate (same applicant applied through multiple Agents)
 - College has Declined these program selections: applicant does not meet the Admission Requirements for any of their program selections
 - Agent/Applicant has Declined an Offer, or Withdrawn Acceptance to an Offer (and indicated they are no longer interested in pursuing the application)
 - College has Revoked an Offer (for example, Acceptance deadline passed/offer letter has expired)

The screenshot displays a web application interface for managing applications. On the left is a sidebar menu with the following items: Dashboard (home icon), New Application (plus icon), List Views (list icon), Applicants (sub-menu with up arrow), Applications (highlighted with a grey bar), Offers (sub-menu with down arrow), Reports (bar chart icon), and Configure (gear icon). The main content area on the right contains three filter sections: 'Any Term' (dropdown), 'Filter By Country' with 'Any Country' (dropdown), and 'Filter By Status' with a dropdown menu open. The dropdown menu lists the following status options: Closed (highlighted in blue), Any Status, Draft, Needs More Information, and Review.



- When the application is “Closed”, the Agent/Applicant still has view access to the program decisions and their profile, however they can no longer add/remove program selections or re-rank.
- An Agent/Applicant may submit a second application (to the same college) only once the previous application has been set to “Closed”.