HOW TO APPLY TO SAULT COLLEGE

1. Apply online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca) by February 1st to be eligible for equal consideration. Follow the prompts to complete the process. There is a non-refundable $95 fee to apply, payable to ontariocolleges.ca.

2. Various communications will be provided to you, from Sault College. An email will be sent acknowledging receipt of your application.

3. Offers of admission for the fall intake are mailed as early as February 1st to the address provided on your application. Confirm your offer by May 1st at [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

4. Your fees must be paid by the fee deadline date to reserve your seat. Further documentation is available on the Student Portal.

ADMISSIONS

A. MINIMUM REQUIREMENTS

i) Minimum requirements for admission to any postsecondary program is an Ontario Secondary School Diploma (OSSD) (30 credits) or its equivalent or mature applicant status. Some programs have specific requirements in addition to the minimum admission requirements.

ii) Minimum requirements for admission to an Ontario College Graduate Certificate program is an Ontario College Diploma or university degree.

iii) Minimum requirements for admission to any degree program is an OSSD diploma including university level credits where indicated.

iv) Consideration will be given to applicants who have successfully completed college preparatory programs such as, but not limited to, Pre-Health, Pre-Trades, General Arts and Science—One Year and Academic and Career Entrance (ACE).

The College may publish other recommendations that enhance student success. Applicants should consult individual program descriptions available on the website.

(See Section J regarding collaborative programs)
B. OSSD EQUIVALENT

Recognized equivalents to the Ontario Secondary School Diploma are listed below and are accepted on the understanding that the applicant meets all requirements in particular subjects and/or subject averages.

- All provinces and territories, other than Quebec – Grade 12
- Quebec - High School Leaving Certificate (Secondary V)

Other academic qualifications may be evaluated as equivalent, as deemed appropriate by the Registrar’s Office.

C. MATURE APPLICANTS

An individual who does not have an OSSD or equivalent but has reached the age of 19 may be admitted as a mature applicant. Mature applicants may be referred to Student Services for admission testing.

D. GENERAL EDUCATION DEVELOPMENT IN ONTARIO (GED)

Applicants successfully completing GED requirements will be assessed for admission as equivalent to secondary school graduates. Additional program specific admission requirements must still be completed.

E. OTHER APPLICATIONS

Applicants who have completed studies utilizing independent curriculum (i.e. home-schooled) may be admitted through a process similar to that of the mature applicant. The applicant is referred to Student Services for admission testing, as well as being required to submit available transcripts and curriculum for equivalency review.

F. APPLICANTS WITH INTERNATIONAL CREDENTIALS

Completion of secondary school along with program-specific admission requirements is necessary; equivalencies will be determined by the Registrar’s Office. Applicants with International credentials in languages other than English must be submitted with a certified true translation, along with the official academic record in the language of instruction.

G. APPLICANTS WITH FIRST LANGUAGE OTHER THAN ENGLISH

Sault College instructs its courses in English, and as such, an applicant must demonstrate English proficiency to meet the demands of our programs. To demonstrate English proficiency, applicants must have studied in an English speaking secondary or post-secondary institution for a minimum of 3 years in any of the following countries: Canada, Australia, Ghana, Kenya, Mauritius, Nigeria, New Zealand, Singapore, United States of America, United Kingdom, and Caribbean countries excluding Cuba, Dominican Republic, Haiti, and Puerto Rico, or completed English training as deemed equivalent by the Registrar’s Office.

Applicants, for whom English is not a first language and have not studied in the countries noted above, must provide proof of English language proficiency. Acceptable tests of English language proficiency include: TOEFL (79 iBT, 213 CBT, 550 PBT for diploma programs); IELTS 6.0 with no band lower than 5.5; CAEL 60; MELAB 60%; CAE 52-57 or level B2; CPE C grade or higher; TOEIC – GOLD 860 or higher; Duolingo 5.0 or higher; Pearson PTE 60; or sufficient achievement on another accepted test for English language proficiency.
Where appropriate, if applicants do not meet these minimum requirements, successful English language training may be required prior to the start of the academic program.

H. CREDIT TRANSFER OR ADVANCED STANDING APPLICANTS

Applicants seeking advanced standing including college-to-college transfers or advance credit transfer will follow the Prior Learning Assessment and Recognition (PLAR) policy, Credit Transfer policy and/or General Education Credit Transfer policy.

I. OVERSUBSCRIBED PROGRAMS - SELECTION PROCEDURES

Priority of Admissions

The established MTCU priority for admissions for over-subscribed programs is as follows:

1. Permanent residents of Ontario
2. Permanent residents from other Canadian provinces and territories
3. International applicants

The College procedure for selection in oversubscribed programs is as follows:

If, after all other selection procedures have been applied and there are more qualified applicants than spaces available in a given program, selection criteria beyond those of program eligibility may be used. The criteria shall be determined on a program-specific basis and must be capable of objective demonstration or measurement and be relevant to the program.

Program specific ranking information may be requested from the Registrar’s Office. Waiting lists are to be established for oversubscribed programs and maintained up to the end of the registration period. Applicants must, on their request, be informed of their relative positions on the wait list. Movement takes place as vacancies arise.

For oversubscribed programs, 10 percent of seats available are held for students currently enrolled and successfully completing an internal preparatory Ontario College Certificate with an overall GPA of 2.5 or greater as well as any other admission requirements for their program of choice.

Applicants from Access Programs (ACE)

For oversubscribed programs, students must have a grade point average of 2.5 or greater in the ACE program along with program specific admission requirements.

Designated Seats

For some health programs (Collaborative Bachelor of Science in Nursing, Practical Nursing, Occupational Therapy Assistant/Physiotherapist Assistant, Pre-Health), 5 percent of seats, in addition to any selected through the admission ranking process, will be held for applicants who self-identify as Indigenous (First Nation, Métis or Inuit).

J. COLLABORATIVE PROGRAM

Collaborative program refers to a program where the College and another postsecondary institution agree to jointly deliver a program. Admission requirements for collaborative programs will be determined on a program-by-program basis with the postsecondary institutions involved.
K. CRIMINAL RECORD CHECK

Applicants applying for enrolment in programs that involve placement, practicum or outreach activities may require a Criminal Record Check as part of the placement requirements. The applicant should review specific program requirements.

L. ADMISSION REVIEW PROCESS

Applicants that are refused admission to the College have the opportunity to request the reason(s) for which they were refused admission to their program of choice. Applicants who are not satisfied with the reason(s) for the refusal can request a review of their application.

ADMISSION REVIEW PROCEDURE

- These requests will be made, in writing, to the Registrar’s Office within 10 business days of the date of the refusal letter. The submission will include the nature of the request and any supporting information/documentation to be considered in a review of the decision.
- The Registrar or designate will convene a meeting of the Admissions Review Committee, consisting of the Registrar, Director, Enrolment and Financial Services, Chair of the program in question, and where applicable, the Program Coordinator.

A final decision on behalf of the committee will be communicated to the applicant within 10 business days of the receipt of the appeal.

IMPORTANT DATES:

1. Students can apply as early as October of each year at www.ontariocolleges.ca
   a. All applications received up to February 1 are treated equally.
   b. All applications received on or after February 2 are treated on a first-come, first-served basis.
   c. All offers are subject to the final achievement of an Ontario Secondary School Diploma or its equivalent, and successful completion of specific program admission requirements.
2. An application fee as designated in the application guidelines must be received by ontariocolleges.ca in order for the application to be processed and sent to the college.
3. It is the responsibility of the student to ensure that their official mid-term grades and final Grade 12 grades are forwarded to the Ontario College Application Service directly from their school. A decision regarding acceptance cannot be made if grades are not submitted.
4. Sault College Registrar’s Office staff, recruiters and counsellors are available to assist prospective students.
5. You must accept your offer of admission at www.ontariocolleges.ca
6. May 2nd is the earliest date any college can withdraw an offer of admission.
7. Payment or deferral of tuition fees must be made by the fee payment date, as established on the “Key Dates Calendar” in order to reserve a seat.

FREQUENTLY ASKED QUESTIONS

For programs listed, at www.ontariocolleges.ca, (the application processing service owned and operated by Ontario’s publicly-funded colleges). There is a non-refundable fee to apply (see www.ontariocolleges.ca for details).
Q. How do I contact ontariocolleges.ca?

A. Call the Customer Contact Centre at 1-519-763-4725 or 1-888-892-2228 (toll free within Canada) or Email:
   
   ask-us@ontariocolleges.ca

   The mailing address is:
   Ontario Colleges
   60 Corporate Court, Guelph, ON, N1G 5J3

Q. What do I need to do about my transcripts?

A. What you need to do depends on a number of items:

If you are currently in high school in Ontario - let your Guidance Office know that you are applying to college and they will send your transcripts to ontariocolleges.ca for you.

If you are currently in high school in another Canadian province - you need to send one (1) official transcript to www.ontariocolleges.ca.

If you are out of high school - you need to arrange with your last high school to have one (1) official transcript sent to ontariocolleges.ca. Depending on where you went to high school, you may be able to request your transcript electronically through the transcript request service at www.ontariocolleges.ca. If not, contact your last high school directly. Call the Board of Education if your high school has closed.

If you are applying as a mature student – you need to arrange with your last high school to have one (1) official transcript sent to ontariocolleges.ca.

If you have attended an Ontario college or university - order your official transcripts through the transcript request service at www.ontariocolleges.ca.

If you attended a college or university outside Ontario, but still in Canada - you must request that the institution you attended send an official transcript to ontariocolleges.ca.

If you are sending documents from any educational institution outside of Canada, an original or certified copy of the documents needs to be sent directly to Sault College or to one of the following agencies to have an evaluation of your credentials completed:

WORLD EDUCATION SERVICES

www.wes.org/ca
Tel: 416-972-0070
Toll free: 800-361-6106

OR

International Credential Assessment Service of Canada
ICAS of Canada
Ontario AgriCentre
100 Stone Road West, Suite 102
Guelph ON N1G 5L3

Telephone: 519-763-7282
Toll free in Canada: 1-800-321-6021
Fax: 519-763-6964
e-mail: info@icascanada.ca