

# Grade 12 Post-Secondary 2023-24 CHECKLIST

## RESEARCH:

Drop in at break or lunch for a visit, or make an appointment.

My Blueprint at: <https://myblueprint.ca/> - TO PLAN YOUR PATHWAY

Education Planner: <https://educationplannerbc.ca> TO RESEARCH YOUR BC POST SECONDARY OPTIONS.

Post-secondary BC: <https://www.postsecondarybc.ca/for-students/>

Career Center Website <https://hjcambie.sd38.bc.ca/students/cambie-career-centre>

Canadian Universities <http://university.ca>

## CONSULT COUNSELLOR: if needed by appointment or email [skoo@sd38.bc.ca](mailto:skoo@sd38.bc.ca)      [pwilding@sd28.bc.ca](mailto:pwilding@sd28.bc.ca)

## APPLY TO COLLEGES/UNIVERSITIES ONLINE

For BC <https://educationplannerbc.ca/>

For Ontario <https://www.ouac.on.ca/>

For Alberta <https://www.applyalberta.ca/>

## SHARE MY GRADES via STUDENT TRANSCRIPT (STS)

To be considered for admission to university/college programs grade 12 students must submit their online Post Secondary Choices form by **March 1st** – *but do it in the Fall and it's done!* This gives your permission to BC's Ministry of Education to release your marks to the post-secondary institutions to which you have applied. <http://www.StudentTranscripts.gov.bc.ca> and follow the instructions found there.

**Register for a BCeID** if you do not yet have an account. (a BC Government account that provides you with access to B.C. Government online services)

**1) Register for the Student Transcript Service** using your BCeID number.

**2) Log in** to your Student Transcripts Service account, and select the schools you are considering applying to.

**3) Follow the steps** in order to have transcripts sent electronically to post-secondary institutions.

## ATTEND POST-SECONDARY INFO SESSIONS

College and University in-school presentations (library) and also the post-secondary open houses in person and online throughout the year.

- Remember our school's BC Post Secondary Information Fair (PSI Day) in October as well as the Canadian University Event (CUE) in Surrey and Burnaby in Early October.

## FINANCIAL HELP

Visit: <https://hjcambie.sd38.bc.ca/students/cambie-career-centre>

See the Calendar and Scholarship pages for out of school scholarships with deadlines each month throughout the year.

In-school scholarship applications are only open for a short period in the spring. They will be in announcements.

**SCHOLARSHIPS** Register and search at: <http://studentscholarships.org> and <http://studentawards.com>

**LOANS** Apply in June. See [www.StudentAidBC.ca](http://www.StudentAidBC.ca)

## WRITE REQUIRED ENTRANCE TESTS (IF NECESSARY)

Confirm you have the prerequisites for the programs you're applying for.

TOEFL or IELTS (for ELL students who have been in Canada for a short period of time)

SAT or ACT (for study in the USA) – do in grade 11 to get results in time for university applications

# **APPLYING FOR SCHOLARSHIPS**

## **Helpful Hints**

Start researching scholarship options during grade 11 as the scholarship process begins early in your grade 12 year. Visit the scholarship and calendar sections of Ms. Mayer Career Centre Website:

<https://portal.sd38.bc.ca/public/y4q4m6k/Pages/default.aspx> and Ms. Mayer Career Centre Facebook Page

- Volunteer on a regular basis, as many scholarships require a strong/consistent history of involvement as part of the eligibility
- Each award has unique criteria. You may have to complete an essay and/or provide school transcripts and references
- Consider a variety of smaller scholarships/awards as they may attract fewer applicants
- Have an updated resume and cover letter, that you can change for a specific scholarship
- Dedicate a specific time each week for your scholarship research
- Pay close attention to application deadline date/time, particularly if sending hardcopy documents

## **Types of Scholarships/Awards**

### **1) Post-Secondary Scholarships** (from the Institutions applied to):

These scholarships are contingent on accepting the offer of admission for that specific institution. The applications for these scholarships may be:

- Automatic (you are not required to submit a separate scholarship application) such as an Entrance Award
- General scholarship - applications may be required
- Faculty specific (e.g. only for Engineering students)
- Based on financial need (bursary)

### **2) Community, Provincial and National Scholarships** – (out-of-school scholarships found on the Career Centre Website [https://portal.sd38.bc.ca/public/y4q4m6k/Pages/default.aspx#/=](https://portal.sd38.bc.ca/public/y4q4m6k/Pages/default.aspx#/) , Ms Mayer Career Centre Facebook page, school bulletin boards))

Many groups offer scholarship/bursary opportunities to high school students such as unions, clubs, businesses, associations, sports groups, organizations and so on. Students should consider their individual situation to see if any opportunities are available through their skills, involvement or family. Criteria for each of these opportunities varies including artistic ability, academic performance, community service, leadership, athletics, financial need, etc.

- Nominated Scholarships (each school may nominate a limited number of students) and then the student applies. (very competitive, and usually a large scholarship amount)

## **Find a Match**

Some websites will match a student with a variety of awards in their database. Register online for this option at

[https://yconic.com/?redirect\\_from=studentawards](https://yconic.com/?redirect_from=studentawards)

<http://www.scholarshipscanada.com/>

**3) In-school Scholarships** (only for our school's Gr. 12 students) These scholarships are school specific, from government, organizations and individuals who donate and make specific requirements for recipients. Students apply through the school's website, completing one form for a variety of scholarships. These will be available Mar/Apr each year.

## **4) Student Loan Information ~ StudentAid BC**

Applications for full-time and part-time studies will be available early-June, for classes that start in September. (Depending on family situation, students may receive some loan and some grant.) Be Prepared.....You can get ready now by registering with StudentAid BC and creating a StudentAid BC Account. <https://studentaidbc.ca/>

## **GRAD 2024 - GRADE 12's PREPARING FOR POST-SECONDARY ENTRY - Monthly Tips**

<https://hjcambie.sd38.bc.ca/students/cambie-career-centre>

**MS MAYER IS SHARING HER WEBSITES WITH US WHILE WE LOOK FOR A NEW CAREER INFORMATION ADVISOR**

**MS MAYER CAREER CENTER WEBSITE**

Check Career Centre Website often for current information for all Richmond students on college and university programs and applications, information sessions, scholarships, entrance exams, leadership and volunteer opportunities as well as other related information. The **calendar on the home page** is a wealth of info all students should be checking on a regular basis.

**MS. MAYER CAREER CENTRE- FACEBOOK PAGE** - For the latest on Post-Secondary Events, Information, Scholarships, Volunteer and Enrichment Opportunities as well as Palmer and MacNeill Events

**PLEASE FORWARD ALL QUESTIONS TO MS KOO OR MS WILDING** [skoo@sd38.bc.ca](mailto:skoo@sd38.bc.ca) [pwilding@sd38.bc.ca](mailto:pwilding@sd38.bc.ca)

**Applying to College and University - BC Institutions:**

**Education Planner:** <https://www.educationplannerbc.ca>

Information on B.C.'s college & university programs, application dates, tuition costs, admission requirements, and more. Students may apply directly to some schools or apply with Education Planner. Fill in the Common Form once, then apply to any institution you choose. *\*Create an account before you begin your application process. Ensure that you pay your application fee (otherwise your application will not be processed) and that you print out your confirmation. \*Remember to use your PEN number.*

**Student Transcript Service On-Line Form (STS) - Sending Transcripts:**

To be considered for admission to university/college programs grade 12 students must submit an online Post-Secondary Choices form. This gives your permission to BC's Ministry of Education to release your marks to the post-secondary institutions to which you have applied. Go to: [www.StudentTranscripts.gov.bc.ca](http://www.StudentTranscripts.gov.bc.ca) and follow the instructions found there.

Register for a BCEID (a BC government account that provides you with access to BC Government online services).

1. **Register** for the Student Transcript Service using your BCEID
2. **Login** to your Student Transcript Service
3. **Follow the steps** in order to have your transcripts sent electronically to post-secondary institutions.

**BC Transfer Guide** - [www.bctransferguide.ca](http://www.bctransferguide.ca)

Guide that helps find course equivalencies between colleges and universities for transferring. Great for planning!

**BC Council on Admissions and Transfer:** [www.bccat.bc.ca](http://www.bccat.bc.ca)

Website offering a variety of tools to help students find publications and resources about the BC Transfer System.

**Learning Disabilities Association of Canada** - Youth2Youth Website: <http://www.youth2youth.ca/>

Excellent resource to help students with disabilities move from high school to Post-Secondary and beyond.

**Note:** In all applications for admission you must enter your Personal Education Number (PEN) - this is your Provincial ID. You can see this 9 digit number on your report card. Applications should be submitted to Langara, Kwantlen or Douglas as close to the dates shown above as registration in most cases is on a **"first-come first-serve"** basis. If you are planning to enter university directly after high school graduation, you are strongly encouraged to have a back-up plan by also applying to a college that offers the university transfer program of your choice. See your counsellor or career advisor for clarification before applying.

### **SEPTEMBER**

Register to write **SAT/ACT** test at [www.collegeboard.com](http://www.collegeboard.com) if you plan to attend an American University as soon as possible, (unless you have done so in Grade 11).

**Scholarship Info** begins to arrive in the Career/Counselling Centre (Loran Awards, Canada Trust, etc.) and more are added throughout the year. Check Ms. Mayer Career Centre Website (calendar), Career Centre Bulletin Boards, and Ms. Mayer Career Centre Facebook page.

**Emily Car University** - Starts accepting applications for admission this **September 15** for start next September

**Early Sept. - Douglas College** starts accepting applications for admission for next Sept.

**Canadian University Event (CUE) to come this Fall.** Representatives from 45 Canadian colleges/universities will be presenting to Grade 10 to 12 students with information on their respective institutions Dates to come. To find information, go to:

<http://cuebc.org/events/>

### **OCTOBER**

Most Universities are open for applications.

**Oct.1 - Kwantlen Polytechnic University starts accepting applications** or admission for next Sept. Make sure your application gets there as close to this date as possible as registration to University Transfer programs and some selective programs is on a "first-come first-serve" basis.

**Oct. 1 - Langara College** starts accepting applications for admission for next Sept.

**Oct 1 - BCIT begins to accept applications for most programs for September start:** (some programs vary). Your application must be accompanied by a transcript showing your Grade 11 final marks and list Grade 12 courses in progress. Depending on your program, a resume and a personal statement may also be required. Visit the BCIT website at [www.bcit.ca](http://www.bcit.ca) or the Career & Counselling Centre for details.

## Oct 16 CMBIE 9:30 – 11:45 BC Post-Secondary Institution (PSI) Day Mini Fair for Grade 11 & 12's

For other BC PSI Events visit: <https://www.postsecondarybc.ca/> \* Note they will post updated information as it comes available.

### **NOVEMBER**

**Gr 12 students may now apply to ALL Canadian universities Ontario Universities.** When applying, you must pay your application fee so that your application will be processed. Do not forget to print out your application confirmation. Continue working on applications making sure you submit all required documents.

#### **Ontario University application: Apply Early!**

If you are applying for admission to an Ontario university, it is recommended that BC students apply in October, even though the stated deadlines are mid Jan. Apply on-line at: [www.ouac.on.ca/105](http://www.ouac.on.ca/105) to the Ontario Universities' Application Centre (OUAC). Rank your university choices.

### **DECEMBER**

**DEC 1. UBC** Application deadline for consideration for **Major Entrance Scholarships** and for **early Admission**

### **JANUARY**

**Entrance Exams** - Register to write the **TOEFL** or **IELTS** (for English language learners), if you are required to do so. Contact the Career/Counselling Centre or individual post-secondary websites for requirements and exemptions.

Check the schools you have applied to, to check their English Entrance requirements.

Some institutions must have received the acceptable English proficiency exam results before a student is able to register in a first-year English university course.

For **TOEFL** exam information see: <https://www.ets.org/toefl>

For **IELTS** exam information see: <https://www.ieltscanada.ca/>

**Emily Carr University** Deadline for applications **January 15.**

**UBC** Deadline for all applications: **January 15.**

**U Vic and SFU** Deadline for applications. **January 31.**

### **FEBRUARY**

**February is the month for most remaining BC university application deadlines. Make sure your applications are received before their stated deadline.** Even though some universities accept applications after this date, it is to your advantage to apply before stated deadlines in the smaller universities, as you will have a greater variety of courses available to you at registration time.

**Complete the Student Transcript Service On-line Form (STS)** if not yet done.

### **MARCH**

**Apply to Capilano University by March 31** for Fall admission. For university transfer admission, Cap University calculates the average of English 12 and three other academic courses. Please see Admission Requirements in Cap's University calendar for details or visit Cap's website at [www.capilanou.ca](http://www.capilanou.ca)

### **APRIL**

Make sure your **TOEFL** or **IELTS** results (if needed), have been sent to the institutions to which you have applied.

**In-School Scholarship Program** application is available online. Complete one if you wish to be considered for the scholarships in several categories that will be awarded at the Valedictory ceremony.

**University offers** start coming in.

### **MAY**

Many universities require acceptance of offers by May 1<sup>st</sup>. Check your offers.

### **JUNE**

Student Loan Applications Open - Apply for Government Student Loans. Check at: <https://studentaidbc.ca/> or [www.canlearn.ca](http://www.canlearn.ca)

**Grad! Good luck!**

**Need Further Assistance?** – To learn more about your post-secondary options and career exploration drop in to see your Counsellor or email your questions.

**A-H Surnames MS KOO (M/W/F)** [skoo@sd38.bc.ca](mailto:skoo@sd38.bc.ca)

**I-Z Surnames MS WILDING** [pwilding@sd38.bc.ca](mailto:pwilding@sd38.bc.ca)

## HOW TO APPLY TO POST-SECONDARY - A STEP-BY-STEP GUIDE

**STEP 1.** Fill-In Application before the Deadline, or earlier for schools that have programs with first come first served policies

**BC, Institutions:** (Colleges & Universities)

Students apply via BC's on-line Post-Secondary Application Service: <https://www.educationplannerbc.ca/>

This service allows students to apply for admission to most public post-secondary institutions in BC. Students will need their P.E.N. and a credit card. Fill in the Common Form once, then apply to any institution you choose (payment for each institution chosen is required). You may also save and log back into your account at any time.

**Alberta Institutions:** (Colleges & Universities) <https://www.applyalberta.ca/>

**Ontario Universities:** B.C. students must apply on-line through the Ontario Universities Application Website:

<https://www.ouac.on.ca/guide/105-about/> It is recommended that BC students apply in fall.

**Apply to Ontario Colleges:** <https://www.ontariocolleges.ca/en/apply>

**Applying to American Institutions:**

Education USA: Information on the application process: <https://educationusa.state.gov/your-5-steps-us-study#lop>

The Common Application: Application Service to over 600 American Institutions: <https://www.commonapp.org/>

**Applying to UK Institutions:** UCAS; Application service for UK Universities: <https://www.ucas.com/>

**All Other Institutions:** Varies-please check their website

**STEP 2.** Send Additional Information: Broad Based Application (BBA), Supplemental Application, Resumes, Portfolio. As well, some institutions may require students to write additional entrance/assessment tests such as TOEFL, or IELTS. They will have deadlines so check carefully!

**STEP 3.** Submit Your Grades. Online via university portals or send Official Transcripts'. Some schools require students to self-report early in the year while others want students to wait for their 2nd term grades. As well, some schools may not provide a self-reporting option at all and require transcripts to be mailed at certain times throughout the year. Students must check with each institution's specific requirements.

*\*Grade 12 students that are taking a distance/distributed learning course - If a mark for the purpose of applying to a Post-Secondary Institution is required, the course must be either 50% complete or a final mark may be required by a certain deadline. \*Check! Most Online/distance education courses must be 100% complete by January 31.*

*Students need to check with each institution's specific requirements and rules around using online courses for the purpose of admission*

**STEP 4,** Fill-in the Student Transcript Service (STS) Form for Post-secondary schools applied to, so they can access your Interim and Final Grades. (This is necessary in order to receive an offer.):

To access the service, visit the Ministry of Education's *Order Transcripts and Certificates* website at

<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

and follow the instructions found there.

1. Register for a BCeID if not already done. (a BC Government account that provides you with access to BC Government online services)
2. Register for the Student Transcript Service using your BCeID number
3. Log in to your Student Transcripts Service using your BCeID.
4. Follow the steps in order to have transcripts sent electronically to post-secondary institutions.

**Step 5.** Check University Student Service Centre Portals: (accept offer - confirm registration date & time)

Grade 12 students who have applied to a university/college for entry in September are reminded to regularly check the institution's secured student service website/portal for new messages. The post-secondary schools require students to use the identification number that was noted on their confirmation letter along with a password. These sites contain important details regarding admission offers, course pre-requisites, registration, deadline dates, contact information, grades, etc.

**Step 6.** Offers – Accept or Decline: Conditional offers begin arriving after all necessary documents received. They are time sensitive and require students to pay a deposit. It is important to check the institutions deadline regarding your 'Offer of Admission' and indicate your response on your student portal at the university/college before the deadline. Also, pay the acceptance deposit before this important deadline. Most institutions require time to process your deposit/payment before your course registration date.

GOOD LUCK!