

## Grade 12 Information EducationPlannerBC

<https://www.educationplannerbc.ca/plan/apply/how>

For BC Post-Secondary Information on Programs and Applications

### Application Planning

#### TIPS

1. **DECIDE** which institution, program, and campus you want to attend.
2. **MEET** the requirements. Find out if you meet the institution's general admission and specific program admission requirements.
3. **CONFIRM** the application deadline and plan for enough time to get your application completed before the deadline.
4. **GATHER** the following information:
  - Personal contact information, including an email address you check regularly
  - Proof of citizenship
  - High school transcript access information (If in BC, the Personal Education Number - PEN)
  - Official Post-secondary transcripts from all post-secondary institutions you have attended; even if you did not complete your studies. The official transcript must be sent directly to the institution you are applying to from the originating institution.
  - Study Permit (if you are a student from an international high school or post-secondary institution)
  - Program name, campus location, and estimated start date
5. **ORGANIZE** supplemental information, such as:
  - Personal statement about why you would like to take the program
  - Career goal statement outlining how the program you are applying to fits your career goals
  - Reference letters
  - Writing sample from a project or essay you have done in another class
  - Resume or portfolio
6. **APPLY ONLINE** through EducationPlannerBC or as per the institution's instructions. See Tips on EducationPlannerBC website at How to Apply.
7. **PAY** the Application Fee. Fees vary depending on the institution, from \$0 to \$100.
8. **SUBMIT** the application. You should get a confirmation email within 3-10 business days saying your application has been received. If you do not get a confirmation email, check your Junk/Spam folders first, then contact the institution's Admissions/Registrar's office to ensure they received and are processing your application. It is your responsibility to follow-up.
9. **CHECK** your application status. Many institutions offer the ability to monitor your application status online. Information about how to check your application status will usually be included in your application confirmation letter.

## The Career Centre – Preparing for Life After Graduation

The Career Centre is a resource for senior students and is located in the Counselling Centre. The Career Information Advisor Ms. Millar can assist students with:

- Career and post-secondary program exploration
- Labour market trends and future outlook
- Educational, employment and volunteer opportunities abroad
- Employment search techniques and resume preparation
- Current information on institutions and applications for post-secondary education
- Scholarships and financial aid
- Application forms e.g., college/university entrance, LPI, TOEFL, SAT
- Trades/Apprenticeship training
- Career and educational opportunities in the Canadian Armed Forces
- Work placement options
- Volunteer Opportunities

The Career Centre is open Monday, Wednesday and alternating Fridays.

Students are highly encouraged to connect with Ms. Millar by setting up an appointment via email [dmillar@sd38.bc.ca](mailto:dmillar@sd38.bc.ca) or by using an appointment slip found in the Counselling Centre.

### Important Resources:

Please bookmark and regularly check Ms. Millar's Career Centre Website to find pages that are important for grade 12 students. On the school homepage, scroll down under Students to Career Centre. \*Follow Ms. Millar's Facebook page to receive notifications.

- New info-interactive calendar ([Calendar Post-Sec Events](#))
- Career-labour trends and exploring careers ([Career Information](#))
- Links to institution and program specific information organized by deadline & months ([Post-Secondary Information](#))
- Guidance and updates regarding scholarship information ([Scholarship Information](#))
- Information and resources regarding volunteer opportunities ([Volunteer Information](#))

Additionally, there are important links to the Students Transcript Service ([Student Transcripts](#)), EducationPlannerBC ([EducationPlannerBC](#)) and the Latest News (Ms. Millar's Facebook Page) can also be found here.

## Grade 12 General Timeline Guideline 2021 – 2022

Follow Ms. Millar Facebook page to receive notifications on Post-Secondary/Career/Scholarship/Events information  
<https://www.facebook.com/Career-Centre-Ms-Millar-Career-And-Post-Secondary-Information-356386054554867/>  
Career Centre Website for calendar/information: [https://portal.sd38.bc.ca/group/2idxzsf/Pages/default.aspx/?=](https://portal.sd38.bc.ca/group/2idxzsf/Pages/default.aspx?/)

**\*Gr 12 Students: Be sure to check university/college website/student accounts regularly for information and updates, especially at this time!** Attend Post-secondary virtual information sessions/contact institution directly if you have any questions regarding your application. See the calendar on the Career Centre website for event dates.

### SEPTEMBER/OCTOBER

- BC Universities - Applications for Admission opens. Apply directly or go to: <https://www.EducationPlannerBC.ca> or as directed.
- Applications open: UBC, SFU OCT 1 2021 \*Always check websites for updates**
- Sept 15 - Emily Carr University of Art and Design starts accepting applications
- Oct 1 - KPU starts accepting applications
- Oct 1 - Langara College starts accepting applications
- Oct 1 - Douglas College starts accepting applications
- Oct 1 - BCIT and Vancouver Community College start accepting applications: various times
- The Canadian Universities Info Virtual Events (CUE) for gr 11/12 students/parents: <https://cuebc.org/for-students/>
- The Post-Secondary institutions will request that students complete the Student Transcript Services Online Form to have interim and final marks sent to them electronically. \*Most Post-Secondary institutions will also send out information for students to do this. Students need their PEN (on report card) to set up a basic BCeID Account in order to access this form. Check website <http://www.StudentTranscripts.gov.bc.ca>
- Visit post-secondary websites for details/deadlines/check test results/received later: TOEFL/IELTS/LPI and register if required: <http://www.ets.org/toefl/> <https://www.ieltscanada.ca/> <https://www.ipitest.ca/>
- Students applying to BC Colleges ideally should be completing applications/have completed, for program and earlier course registration dates.

### NOVEMBER/DECEMBER

- BC Students applying to out-of-province universities should be familiar with admission requirements, important deadlines, how to apply and submit applications. See each website for recommended date to apply. University of Toronto's recommended date is by NOV 7, for students applying from BC.
- Ontario University Application Centre (OUAC) opens: BC students applying to Ontario schools, see websites for specific details. Apply online: <http://www.ouac.on.ca/ouac-105/> · Early December – students should be completing their application packages to out-of-province universities
- Dec 1 - deadline to apply to UBC for UBC major Entrance Scholarship automatic consideration. Under Financial Planning: <https://you.ubc.ca/financial-planning/>

### JANUARY

- Students should have completed application packages to out-of-province universities or as per deadline
- Students should be completing application packages to BC Universities or as per deadline
- Jan 15 – UBC Application for Admission deadline: <http://you.ubc.ca/applying-ubc/how-to-apply/dates-deadlines>
- Jan 15 – Emily Carr Application/Portfolio submission deadline
- Jan 31 - SFU Deadline to apply. Early January SFU Self-Reporting portal opens: \*follow directions and report final gr 11/12 marks and interim gr 12 marks. Include Distributed Learning courses. Check post-secondary and email accounts often for directions.

### FEBRUARY

- Feb 1 – University of Victoria Self-Reporting opens. Students will be instructed on how to report grades.

### MARCH

- Not too late to apply to a college - see websites. KPU accepts applications for Open Programs until August 1.
- March 2 – May/June 30 - check – Application for University of Victoria Housing
- March 31 – U Vic Self-Reporting closes
- March 31 – KPU Application for Admission deadline for Limited Enrolment programs

### APRIL/MAY

- Mid - April – SFU Self-Reporting portal closes
- Mid - April – UBC begins sending offers of admission

### JUNE

- Colleges accepting applications for some programs.
- On-line application for Government Student Loans open: <https://studentaidbc.ca/>
- Early/Mid - June deadline to accept Offer of Admission/pay deposit/register into courses at a variety of post-secondary institutions.
- \*Be sure to check your post-secondary and email accounts often for information. Contact the institution if you have any questions. Contact or see Ms. Millar if you have any questions: [dmillar@sd38.bc.ca](mailto:dmillar@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 may apply either directly to a specific institution or use 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.

Rank university choices:

<https://www.macleans.ca/hub/education-rankings/>

<https://www.macleans.ca/education/which-universities-best-prepare-students-for-employment/>

**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://wwwucas.com/>

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

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

**STEP 3.** Submit Your Grades if required. 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!*

*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 Form to Confirm Interim and Final Grades for Post-secondary schools applied to:

The Ministry of Education has launched the Student Transcripts Service (STS), a new online application for students to view their marks, scholarships and transcripts, and send transcripts to post-secondary institutions and third parties.

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 (a BC Government account that provides you with access to BC Government online services)
2. Register for the Student Transcript Service using your BCeID
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 Sept are reminded to regularly check the institution's secured student service website/portal for new messages. Many sites 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 registration deposit before this important deadline date. Most institutions require time to process your deposit/payment before your registration date. Good Luck!

## **Grade 12 Scholarship Information**

Are you looking for Scholarship opportunities?

Visit the Career Centre District Calendar on Ms. Millar's Website Homepage

<https://portal.sd38.bc.ca/group/2jdxzsf/Pages/default.aspx>

and

Secondary School-Based Scholarships - Fill in the Grad Online Scholarship Request Form and submit to your School Scholarship Representative by deadline. Announcements usually made around March - watch for them!

\*If an institution changes a link, just do a Google search.

## **Researching Scholarship Opportunities**

### **Helpful Hints**

- Start researching scholarship options during grade 11 as the scholarship process begins early in your grade 12 year
- Begin volunteering 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**

### **Post-Secondary Institution Scholarship Options**

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 application may be required
- Faculty specific (e.g. only for Engineering students)
- Nominated (each school may nominate a limited number of students)
- Based on financial need (bursary)

### **Association and Community Scholarship Options**

Many groups offer scholarship/bursary opportunities to high school students such as unions, clubs, businesses, associations, 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.

**Find a Match Websites - Create an account to have opportunities sent to you.**

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/>

<https://scholartree.ca/>

### **Tuition Waiver Program – Former Youth in Care (British Columbia)**

The BC Ministry of Advanced Education, Skills and Training (AEST) in conjunction with the Ministry of Children and Family Development (MCFD) have announced a tuition waiver program for former British Columbia youth in care who wish to attend any public post-secondary school in BC. Students must apply for admission at the school of their choice, self-identify as a former youth in care to that school, and complete a declaration form to be considered for the government tuition waiver program.

### **Youth in Care Canada**

<https://youthincare.ca/british-columbia/>