

CANADA – How To Apply (use with *Applying to Canada*)

1. Research: Research and decide on your universities and courses before applying. Canadian application fees are expensive – apply to fewer, well-chosen schools.

2. Resources:

www.universitystudy.ca - search programs in all Canadian universities by major, coop availability etc

www.univcan.ca – links to university websites from Member Universities page

www.electronicinfo.ca – eINFO guide to Ontario universities

www.collegesinstitutes.ca/our-members/list-of-degrees - search engine for degrees offered at colleges

www.ontariocolleges.ca – Information on Ontario colleges

www.educanada.ca – Education in Canada (Council of Ministries of Education).

A wide range of information on all aspects of study in Canada

www.cois.org - Council on International Schools:

Has a searchable database of member schools, with information about degrees offered, entry requirements, costs and aid. Hover over “for students and parents” and select “parents” from the drop-down menu. Click on “CIS Higher Education Members” and then open “Membership Directory.” Search by location and major, open individual school profiles for aid and other info. This is a secondary source! Double check all data with schools’ own websites.

<http://www.cic.gc.ca> – Citizenship and Immigration Canada Information on applying for student visas

3. Counsellor and Teachers: Meet regularly with your college counsellor.

1. Complete and submit the forms for applying abroad from The Lyceum website, and sent to you by e-mail towards the end of AI.
 - a. Most universities do not require teacher recommendations, but scholarships often do. Sometimes extracurricular letters are required.
 - b. You must follow up to make sure that your letters have been submitted on time.
2. You must submit the *Nominated Scholarship Application* if you wish to be considered for a nominated scholarship (one for which The Lyceum must select an applicant).
3. Necessary forms are all on The Lyceum website in the page *Counselling for Higher Education*.

4. Timeline:

Application, documentation and scholarship deadlines will vary greatly by university and program.

Summer A1	Research universities. Start on CC Forms 1 and 2. If you will need a teacher reference letter, prepare. Form 3 and create a resume. Take TOEFL, and get it over with. (Very latest Dec A2)
August A2	Meet your counsellor and finalize your list.
September A2	Submit CC forms as required. Submit Application for Nominated Scholarship, if relevant.
Oct – Nov A2	Submit OUAC form for applications to universities in Ontario
Nov – Feb A2	Submit online applications to schools in other provinces, as per their deadlines. Fill out any online information forms required by your universities
Jan –Feb A2	Send transcripts and other documents after the midyear grades are in, in mid Jan. You may send before this, but if your school asks for midyear grades you will need to send another package with the midyear transcript. All document packets must be sent by the mid-February at the latest, as College Counselling will be working primarily with AI students from March onwards.

5. Applying:

1. Online Applications:

- a. Ontario: Fill out the OUAC form at www.ouac.on.ca. It is usually open by **mid-September**. You will then be contacted by each school with further instructions.
 - i. Canadian citizens and permanent residents: fill the 105 D form
 - ii. Visa students and landed immigrants: fill the 105 F form.
- b. British Columbia: Fill out the ApplyBC application for universities in British Columbia- applybc.ca UBC also has its own application.
- c. Other Provinces: Apply individually to each school by its deadline.

2. Uploading Supporting Documents: Each university will instruct you on how to submit supporting documents. Most universities have moved to online submission but some still require academic documents to be mailed, so inform your counsellor of what each university's procedure is. Each school will have different procedures for uploading documents, so prepare PDFs for each school according to the requirements. Documents must often be combined in different ways for different sites. You can combine multiple PDFs into a single document using Acrobat. Open the file containing your documents. Highlight all of the documents you wish to include. Right click on top of your selection, and choose "Combine Files in Acrobat." Put them in order, and save them in the most reduced size.

Documents usually required include:

Lyceum transcript: Lyceum will prepare.

AS Level Certificate: Student to bring photocopies to the Counselling Office to be attested.

O Level Certificates: They must be attested by your previous school. Obtain one set for each school that requires a paper copy, and one for scanning.

9-11 Transcripts: Grades from your previous school. If they ask for "transcripts" of all high school work, you will need to send them. If they ask specifically for "certificates" only, then you do not. Ask your counsellor if you are unsure.

Midterm grade report: (as required). If you submitted your first transcript before the grades for your December exams had been reported, then you will need to send/upload a new one once the December exam grades go on in mid-January

Teacher letter: (only as required) Letters from Lyceum teachers will not be released to students.

3. Mailing paper documents. You must request an official sealed transcript for each school that requires paper documents. This envelope will be sent to the library, and you may dispatch it from there together with the other documents you are sending.

Attestation: The Lyceum will only attest the following (originals must be presented with photocopies):

1. certificates - exams taken through The Lyceum or privately or outside of Karachi
2. transcripts –issued by schools outside of Karachi

Note: A photocopy of an attested document is just a photocopy and no longer considered attested.

6. English Language Test: All students applying from Pakistan are considered international students, even if you are a Canadian citizen/permanent resident. Each university has a different list of qualifications for exemption from an English language test; read each list very carefully. Some schools do not grant automatic exemption on the basis of English medium instruction or O Level results, and all schools reserve the right to ask for a test score if they decide they want one.

It is best for all students, including Canadian citizens, to give a test of English as a foreign language:

1. TOEFL: Take as soon as possible, and by December at the very latest. Register at www.toefl.org.
2. IELTS: Also accepted in Canada. Register through the British Council www.britishcouncil.org/pakistan or the Australian Education Office www.aeo.com.pk.

Make sure your name of registration matches your passport exactly. A valid, current passport is the only acceptable form of identification for test day.