

2. ADMISSIONS

The admission regulations provide a framework for policies related to applicants for new and returning students into credit programs running in full-time and part-time delivery and some part-time non-credit programs. Admission to a program is evaluated based upon several factors including your academic history and credentials. All applications are considered fairly and equitably, in compliance with the Ministry.

Georgian offers credit programs in full-time and part-time delivery, which lead you toward an approved credential (e.g., certificate, diploma, advanced diploma, degree, graduate certificate). Prospective students and applicants should be aware of the following basic requirements to apply to full-time and part-time credit programs, including additional admission requirements specifically listed within the program webpage, such as tests, resumés, portfolios, letters of intent, etc.

2.1 College eligibility requirements

In accordance with the Minister's Binding Policy Directive for admissions, your eligibility requirement to apply to the college must consist of one of the following:

- an Ontario Secondary School Diploma (OSSD) or equivalent,
- mature student status (be 19 years of age by your program start date), or
- lower admission requirements set by the college on a program-specific basis.

2.2 Program eligibility admission requirements by applicant category/type

In addition to the above requirements in 2.1 College eligibility requirements, all applicant types listed below must satisfy all program-specific requirements to become eligible for admission to that program, including:

- English language proficiency requirements (Section 2.4 English language proficiency) and other admission requirements (Section 2.5 Other admission requirements) and selection criteria (Section 2.10 Other program requirements).
- Admission requirements vary by program, and details for each program can be found on the program webpage.
- Meeting the minimum requirements for admission doesn't guarantee acceptance into a program.
- Admission decisions are based on your overall qualifications as an applicant and the availability of seats in the program.
- Applicants are responsible for being aware of the admission requirements listed on the program webpage.
- Admissions reserve the right to determine course eligibility based on the course completion date.

2.2.1 Secondary school applicants

2.2.1.1 Ontario College Certificate, Diploma and Advanced Diploma program requirements

- Ontario Secondary School Diploma (OSSD) or equivalent.
- All prerequisite courses at the college (C), university (U) or university/college (M) level and additional admission requirements and selection criteria listed on the program page.

2.2.1.2 Honours Bachelor's Degree programs (direct entry) requirements

- Ontario Secondary School Diploma (OSSD) or equivalent with six Grade 12 U or M-level courses
- Most degree programs have specific grade point average (GPA) requirements, listed on the program webpage.

- Secondary school applicants are not eligible to apply to graduate.

2.2.2 Mature applicants

You are considered a mature applicant if:

- You'll be 19 years of age or older by the start of your program, and
- You don't possess the minimum OSSD or equivalent or minimum requirements for admission.

In such cases, program-specific admission requirements may be met through equivalencies, such as:

- Specific credit courses taken at Georgian or other accredited institutions.
- Equivalent courses taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level).
- Academic and Career Entrance Certificate (ACE) courses available at most Georgian campuses.
- Mature student testing that meets the minimum standards for admission available through most testing services at Georgian campuses.
- Ontario High School Equivalency Certificate (GED) testing is only available for select admission requirements.
- Credit courses taken through accredited colleges/universities to meet select admission requirements.
- Mature applicants with previous postsecondary studies applying to degree programs may have additional requirements (Section 2.2.3 College/university degree applicants).

2.2.2.1 Ontario College Certificate, Diploma and Advanced Diploma program requirements for mature applicants

All prerequisite courses and additional admission requirements and selection criteria are stated on the program webpage.

If you're unsure whether you meet admission requirements, you should contact the Office of the Registrar. If you don't have documentation of a Grade 12 education, you must supply proof of age, such as a copy of an official birth certificate or driver's licence (Section 2.5 Other admission requirements).

2.2.2.2 Honours Bachelor's Degree program requirements for mature applicants

- Have not attended an accredited postsecondary institution within the last two years.
- All course-specific admission requirements or equivalents and other admissions requirements and selection criteria are stated on the program webpage.
- Demonstrate potential for success in degree studies through academic accomplishments by submission of the following:
 - Supplemental Education Form (Note: withholding information can result in offers being rescinded or you being withdrawn from your program).
 - Official postsecondary school transcript(s) if any.

2.2.2.3 Ontario Graduate certificate program requirements for mature applicants

- Ontario college diploma, advanced diploma, or a bachelor's degree or equivalent from an accredited institution.
- All prerequisite courses and other admissions requirements and selection criteria are stated on the program webpage.

2.2.3 College / University transfer applicants

You're considered a college/university transfer applicant if you have completed postsecondary education at an accredited or recognized public or private institution.

2.2.3.1 Ontario College Certificate, Diploma and Advanced Diploma program requirements

- Ontario Secondary School Diploma (OSSD) or equivalent.
- All prerequisite courses at the college (C), university (U) or university/college (M) level and additional admission requirements and selection criteria listed on the program webpage (Section 2.7 Admissions requirements course equivalencies).

2.2.3.2 Honours Bachelor's Degree program requirements

- Ontario Secondary School Diploma (OSSD) or equivalent
- All prerequisite courses or equivalents and other admissions requirements and selection criteria stated on the program webpage.
- Demonstrate potential for success in degree studies through academic accomplishments.
- Typically, a minimum GPA of 60 per cent, including all attempted courses, is required for most programs. Specific program requirements can be found on the program webpage.
- Competitive programs may require higher GPA and specific course grades for admission.
- Supplemental Education Form (<https://www.georgiancollege.ca/admissions/forms/>), disclosing all previous and current enrolments at postsecondary institutions. Withholding information can result in offers being rescinded or being withdrawn from your program.
- Official postsecondary school transcript(s).

2.2.3.3 Ontario Graduate certificate program requirements#

- Ontario college diploma, advanced diploma, or a bachelor's degree or equivalent from an accredited institution.
- All prerequisite courses and other admissions requirements and selection criteria are stated on the program webpage.

2.2.4 Home-schooled applicants

If you have been educated in a home school system at the Grade 12 level, you may apply to Georgian for postsecondary programs. All specific course requirements for the program must be met. When official transcripts from college-approved institutions can't be used to meet entrance requirements, equivalency testing may be available for Ontario college certificate or diploma programs. In these cases, the Georgian Admissions tests for both mathematics and English will be considered.

For equivalency in other subject areas (Section 2.7 Admissions requirements course equivalencies) or for degree programs, you must complete course work prior to being admitted. Challenge exams for some science courses may be available upon request. Programs may consider acceptable scores from one of the following standardized tests: ACT (the official title of the standardized test offered by the American College Testing services), Classic Learning Test (CLT) or Scholastic Aptitude Testing (SAT) for admissions assessment (Admissions (<https://www.georgiancollege.ca/admissions/>)).

2.2.5 Applicants with accessibility needs

Georgian encourages academically qualified applicants with accessibility needs to apply for admission. While you must satisfy admission and graduation requirements, the college recognizes that you may require individualized accommodation. This assistance is also available to those with short-term accessibility needs. For details about the modified admissions process, please visit Accessibility Services (<https://www.georgiancollege.ca/student-life/student-services/accessibility-services/>). The college adheres to the Ontario Human Rights Code (<https://www.ontario.ca/laws/statute/90h19/>) and will work with you to ensure reasonable accommodation is provided where possible. These accommodations provide you with an equal opportunity to meet the standards of the courses in your program. To discuss opportunities, services,

and accommodation, you must contact Accessibility Services, upon being admitted to the college to start the accommodation process. For more information, visit the [Student Services \(https://www.georgiancollege.ca/student-life/student-services/accessibility-services/\)](https://www.georgiancollege.ca/student-life/student-services/accessibility-services/) webpage.

2.3 Full-time and part-time credit program application process

To be considered for admission to a credit program, you must meet the minimum admission requirements (Section 2.2 Program eligibility admission requirements by applicant category/type) and submit a complete application including all required admissions documentation used to establish applicant eligibility. When applying, you must disclose all prior formal education or course work completed, successful and unsuccessful. Failure to disclose prior education in most cases, is considered an act of academic dishonesty (Section 8. Academic integrity) and may result in being withdrawn from the program.

If you're seeking to transfer credit from previous postsecondary studies, have life skills to be assessed via prior learning assessment and recognition (PLAR), or are using a pathway or articulation agreement, refer to Section 3. Credit for prior learning. Sufficient processing time is required for the transfer credit process. You must identify this at the point of application, so that appropriate transfer credits can be reviewed, assessed, and assigned to your student record prior to your registration into courses.

- Original or certified copies of all required documentation and academic records must be submitted with the application, including proof of graduation, subjects taken, and grades received. For documents that are not in English, certified translated copies must be provided. Official transcripts are required and must be sent directly from the institution to Georgian.
- If it's found that false information was given on the admission application, you may be charged with academic misconduct for fabrication (Section 8. Academic integrity) and may be subject to penalties under these regulations, as well as the [Student Code of Conduct \(https://www.georgiancollege.ca/student-code-of-conduct/\)](https://www.georgiancollege.ca/student-code-of-conduct/). If you're an international applicant, information will also be reported to the [IRCC \(https://www.canada.ca/en/immigration-refugees-citizenship.html\)](https://www.canada.ca/en/immigration-refugees-citizenship.html).
- Final or conditional offers of admission are sent only to applicants who meet admission requirements.
- When required, standard grade conversion will occur to establish equivalencies (Section 5.1#Grading system).

2.3.1 Data collection during OCAS process

Georgian is committed to data-informed equity, diversity, and inclusion (EDI) action to minimize systemic barriers and to help build a more inclusive and equitable environment for applicants and students alike. Our commitment to data-informed action is a conscious decision to foster respectful communication and outreach with all applicants. It's our shared responsibility to encourage anti-oppressive, inclusive practices that embrace the meaningful, sustainable innovation needed for everyone to know they belong. At Georgian, EDI-related data collected through the application process will not be used to negatively influence an admissions decision.

We may use applicant information for communication outreach (i.e., email) regarding services or opportunities (i.e., advising or awards) that's tailored and supportive based on an applicant's intersecting identities. EDI aggregate data may also be used for statistical or information purposes to better inform Georgian's policies, services, and daily practices. We're committed to being transparent about our EDI work and actions and why they are important to us. If you have questions or feedback about our collection of data, please contact accessprivacy@georgiancollege.ca

2.3.2 Domestic applicants to full-time and part-time credit programs

If you're a domestic resident applying to full-time or part-time credit programs at Georgian for the first time, you must apply through the [Ontario College Application System \(OCAS\) \(https://www.ontariocolleges.ca/en/\)](https://www.ontariocolleges.ca/en/). Georgian only accepts official transcripts to ensure domestic applicants have met the admissions requirements. For step-by-step instructions on applying please review the [How to apply \(https://www.georgiancollege.ca/admissions/apply/\)](https://www.georgiancollege.ca/admissions/apply/) webpage, or the [OCAS How to apply \(https://www.ontariocolleges.ca/en/apply/\)](https://www.ontariocolleges.ca/en/apply/) website.

If you have prior postsecondary education or life skills and wish to apply to an advanced semester, you must also apply through [OCAS \(https://www.ontariocolleges.ca/en/\)](https://www.ontariocolleges.ca/en/) (Section 3.1.9 Advanced standing).

If a full-time program is not offered formally in a part-time format but you wish to register into a part-time course load, you may register for each course directly either online or with the assistance of the Office of the Registrar, without an application or application fee (Section 4.2.1.2 Part-time credit).

Part-time student status doesn't provide preferred access to a full-time program, and part-time students in full-time programs are eligible to register after the full-time student window closes and when the add/drop period opens. If you want to study full-time, you must apply for admission (Section 4.2.6 Transferring from part-time to full-time studies).

If you would like to change your program, you must make that change on your online [OCAS \(https://www.ontariocolleges.ca/en/\)](https://www.ontariocolleges.ca/en/) application, no later than day five of the start of the term. Requests for program changes will be determined on your admissibility to the new program and program seat availability. Note that most programs require you to start your studies on day one of the term.

2.3.2.1 Current domestic students' application to a new program

Current Georgian students can apply for a second program for free using the Georgian Program Application (GCPA). The GCPA can be found on the [MyGCLife Student Portal \(http://www.mygclife.ca/\)](http://www.mygclife.ca/). The GCPA is available to domestic students only.

2.3.3 Part-time non-credit program application process

Applications for part-time non-credit programs are not made through OCAS (<https://www.ontariocolleges.ca/en/>). Applicants can register online via the [Continuing Education \(https://www.georgiancollege.ca/academics/continuing-education/\)](https://www.georgiancollege.ca/academics/continuing-education/) website or contact the [Office of the Registrar \(https://www.georgiancollege.ca/admissions/contact/\)](https://www.georgiancollege.ca/admissions/contact/). Please check individual program webpages for additional requirements, policies, and application procedures.

2.3.4 International student admissions

As an international applicant, including refugee claimants, you're required by Immigration, Refugees, and Citizenship Canada (IRCC) to obtain a study permit prior to registering in education or training courses that last more than six months in duration.

The IRCC (<https://www.canada.ca/en/immigration-refugees-citizenship.html>) requires for a Provincial Attestation Letter (PAL) be included in your application for study permit/ visa. Provincial Attestation Letters will be provided to international applicants based on program and intake capacity and number of PALs available upon receipt of the tuition deposit.

If you're an international applicant with a Grade 12 diploma and you're under 17 years of age, you must have a designated custodian in Canada. This process must be completed at the time of the study permit application. Proof of custodianship is required before the start of your studies. If you wish to study at Georgian, you must complete the steps listed on the [International Admissions \(https://www.georgiancollege.ca/international/admissions/\)](https://www.georgiancollege.ca/international/admissions/) webpage by the applicable deadlines. For program availability and general admissions-specific inquiries, email IntlRecruit@georgiancollege.ca.

Documents to support your application must be uploaded into the International Application Service (IAS) and include all original or certified copies of required documentation and academic records. You must provide proof of graduation, subjects taken, and grades received via official transcripts or credential evaluation services. For documents that are not in English, certified translated copies must be provided. You're responsible for being aware of and submitting all admission requirements listed in the program outline, such as tests, resumés, portfolios, letters of intent, etc. See your program webpage for details.

International applicants are required to meet English language proficiency requirements (2.4 English language proficiency).

2.3.4.1 International applicants represented by an agent#

Before registration, agents are authorized by you to make decisions and declarations related to your admission application, as well as any applicable fees and refunds. After registration, all decision-making authority transfers to you. By submitting an application for admission, the agent agrees that:

- the information in the application is true and complete, and
- you, as the applicant, have reviewed and verified the application information, and
- any false or incomplete information submitted in support of the application may invalidate the application and offers of admission may be rescinded. This rescission may take place at any time during the application process or enrolment, and
- you, as the applicant, have sole access to the [MyGCLife Applicant Portal \(http://www.mygclife.ca/applicant/\)](http://www.mygclife.ca/applicant/) and must comply with the college's acceptable use policy, and
- the college is authorized to collect and store your personal information, and the college may release and obtain information from [Immigration, Refugees and Citizenship Canada \(IRCC\) \(https://www.canada.ca/en/immigration-refugees-citizenship.html\)](https://www.canada.ca/en/immigration-refugees-citizenship.html) related to your study permit/visa, and
- all documentation submitted to the college will not be returned, and
- you as the applicant, have reviewed and understand the refund policy at Georgian (Section 4.4.2.2 Refunds – international students).

2.3.4.2 Refugee or Protected Persons

If you're applying as a Convention Refugee, Refugee claimant, or Protected Person, you shall be categorized as an international student until official proof of Refugee/Protected Persons status is received.

If you're currently waiting for the decision regarding your refugee claim, you must apply through the [International Application Service \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>), indicate Refugee or Protected Status under the Citizenship section, and upload required documentation listed above (Section 2.3.4 International student admissions process). If your claim has been approved, you must apply through [Ontario College Application System \(OCAS\)](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) and submit your Proof of Protected Person or Convention Refugee Status.

Per the [IRCC](https://www.canada.ca/en/immigration-refugees-citizenship.html) (<https://www.canada.ca/en/immigration-refugees-citizenship.html>), unless you're a permanent resident or Canadian citizen, a study permit/ visa is also required to register in education or training courses that last more than six months in duration (Section 4.1 Tuition and fees).

2.3.4.3 1+1 Graduate Certificate Bundles programs

International applicants may apply to two consecutive programs (predetermined pairs) using one application submitted via the [OCAS International Application Service \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) system. Admissible applicants will receive a letter of acceptance with details for both programs. All regular policies apply, see the [1+1 Bundled program](https://www.georgiancollege.ca/international/programs/graduate-certificate-bundles/) (<https://www.georgiancollege.ca/international/programs/graduate-certificate-bundles/>) webpage for details.

2.3.4.4 Deferral requests (for new international students enrolling in semester one)

If you're starting your first semester at the college, you may request a deferral to the same program at the same campus in the next available intake using the Deferral Request option in the [International Application Service \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) eligibility requirements are as follows:

- you must have paid the full tuition deposit.
- this must be the first deferral request (only one deferral request is permitted).
- the request must be for the same program at the same campus in a future intake.

Requests for deferrals will be considered for first request only and are determined upon program seat availability. Note that most programs require you to start your studies on the first day of the term, early consultation and consideration is strongly advised. The last day to submit a deferral request is day five of the term.

If the deferral request is submitted by the deadline, and is approved in IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>), all fees paid, including the tuition deposit, will transfer with your status. If you're registered in courses at the time of your approved deferral request, you'll be removed from your courses at the time of the approval.

If you wish to defer beyond the first request, you must submit a new admissions application in IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>). Additional documentation may be required. You should consult with your agent or if you're an independent applicant, you must email intlrecruit@georgiancollege.ca about program availability.

International students in graduate certificate bundled programs cannot complete program one and defer program two. You must complete it consecutively. If you're unable to continue in program two, you must submit a college withdrawal. You may apply to a stand-alone future intake if you wish to take a second program at a later date.

If the deferral request is denied, the tuition deposit paid for the original program and intake is upheld as non-refundable and doesn't move from intake to intake (Section 4.4.2.4 Non-refundable fees). You're responsible for withdrawing from your current program and should re-apply for the desired program. Failure to withdraw from courses may impact your refund. For information on deadlines and refunds refer to sections 4.4.1 Program withdrawal process and 4.4.3.1 Course withdrawal process.

2.3.4.5 Program change requests (for new international students enrolling in semester one)

If you're starting your first semester at the college and have paid the full tuition deposit, you may request a program change for the current intake or a future intake, by submitting the International Program Change Request form found on the [International Admissions](https://www.georgiancollege.ca/international/admissions/) (<https://www.georgiancollege.ca/international/admissions/>) webpage.

Requests for program change will be determined on your admissibility to the new program and program seat availability. Note that most programs require you to start your studies on the first day of the term, so early consultation and consideration is strongly advised. The last day to submit a Program Change Request is day five of the term.

If you request to simultaneously change your intake and program, you'll be considered as a new applicant requiring a new assessment. Additional documentation may be required. You should consult with your agent, or if you're an independent applicant, you must email intlrecruit@georgiancollege.ca about program availability.

Requests for changes to graduate certificate bundle programs are subject to available space. Students who have been admitted to a bundle must change to a different bundle. There is no option to change program two to a program that's not offered as a bundled option. If a student decides they

no longer wish to complete the two programs in the bundle, they may complete the first program and withdraw. If they wish to take a different program, they will have to submit a new application, and it would be assessed pending space in that program.

If the program change request is submitted by the deadline and is approved in IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>), all fees paid, including the tuition deposit, will transfer with your status.

If the request is denied, the tuition deposit paid in the original program and intake is upheld as non-refundable and doesn't move from intake to intake (Section 4.4.2.4 Non-refundable fees).

You're responsible for withdrawing from your current program and should re-apply for the desired program. Failure to withdraw from courses may impact your refund. For information on deadlines and refunds refer to sections 4.4.1 Program withdrawal process and 4.4.3.1 Course withdrawal process.

2.3.4.6 Current international student application to a new program

International students who want to apply for a second program can apply for free to another program by contacting intlrecruit@georgiancollege.ca for personalized advising.

2.3.5 Deadlines

You're responsible for being aware of these requirements and deadlines. You're urged to submit your complete application and submit required documents as early as possible. Some programs may require your participation in an information session, results of selection test(s), submission of a resumé/portfolio, other admissions documents, or post-admission/ pre-registration requirements that may require lead time for submission (e.g., police vulnerable sector check, clinical preparedness permit, etc.).

2.3.5.1 Domestic applicant deadlines

Domestic applicants follow the application cycle, which opens in early October for the following academic year (e.g., applicants to fall 2025, winter 2026, and summer 2026 intakes may submit applications when the cycle opens on OCAS (<http://www.ocas.ca/>) in early October 2024). Refer to [OCAS Important dates](https://www.ontariocolleges.ca/en/apply/important-dates/) (<https://www.ontariocolleges.ca/en/apply/important-dates/>) for details.

- Domestic applications received on or before February 1 will be given equal consideration. Applications received after this date will be processed on a first-come, first-served basis and consideration will be based on seat availability at the time of application.
- Offers of admission to most programs are released starting Nov. 1 and are continuously released until programs are full.
- You must meet the confirmation deadline and non-refundable tuition deposit deadline to secure your seat. Your confirmation deadline is listed in your Letter of Acceptance and in your [MyGCLife Applicant Portal](http://www.mygclife.ca/) (<http://www.mygclife.ca/>).
- The deposit deadline (non-refundable) is posted within the [Important dates](https://www.georgiancollege.ca/admissions/important-dates/) (<https://www.georgiancollege.ca/admissions/important-dates/>) (June for the fall intake, October for the winter intake, and February for the summer intake), or in your [MyGCLife Applicant Portal](http://www.mygclife.ca/) (<http://www.mygclife.ca/>). If the date falls on a non-business day (e.g., holiday or weekend), a grace day will be granted to receive the deposit on the next business day immediately following the deadline.

To find out which programs are open, waitlisted, or closed, domestic applicants should visit [OCAS](http://www.ocas.ca/) (<http://www.ocas.ca/>) for the most updated information. Alternative contacts include the inquiry line (call toll-free at 1.888.892.2228), or you can submit an inquiry through [MyGCLife](http://www.mygclife.ca/) (<http://www.mygclife.ca/>) or Georgian directly at 705.722.1511, or email admissions@georgiancollege.ca.

2.3.5.2 International applicant deadlines

International application cycles typically open at least one year before the start of the term and will close as soon as seats are full. International applicants should visit Ontario Colleges International Application Service (IAS) (<https://www.ontariocolleges.ca/en/apply-now/apply-now-international/>) to see program seat availability and intake status (e.g., open, closed, waitlisted). Program seat availability changes quickly. International applicants may also reach out for information by email to IntlRecruit@georgiancollege.ca. (IntlRecruit@georgiancollege.ca)

Deposit deadline (non-refundable) is posted on the preadmission invoice (also known as the Pre-admit Letter of Acceptance) or in your [MyGCLife Applicant Portal](https://georgiancollege.sharepoint.com/sites/gcPortal/SitePages/Home.aspx) (<https://georgiancollege.sharepoint.com/sites/gcPortal/SitePages/Home.aspx>) If the date falls on a non-business day (e.g., holiday or weekend), a grace day will be granted to receive the deposit on the next business day immediately following the deadline.

2.3.5.3 Registration deadline for new students#

To ensure a full timetable, you're expected to register for courses during block registration and be ready to start your studies by day one of your first term. Course changes can be made up until day 10 of the term. (Section 4.2.1 Registration definitions).

If you have been admitted to a program that's oversubscribed and/or has a waiting list, you must register for courses by the end of block registration, or you'll lose your seat in the program and be placed on the waiting list.

2.4 English language proficiency

The language of instruction at Georgian is English. In addition to the academic admission requirements, if English is not your first language and/or you're coming from countries where English is not an official language, you must provide proof of language proficiency based on the program requirements found on the program webpage or on the [English Language Proficiency](https://www.georgiancollege.ca/international/admissions/#english-language-proficiency) (<https://www.georgiancollege.ca/international/admissions/#english-language-proficiency>) page.

2.5 Other admission requirements

Some postsecondary programs require special prerequisite courses, essays, resumés, testing, portfolios, minimum cut-off scores, or participation in information sessions. These requirements are listed under the admission requirements, admissions details, and selection process sections of each program webpage. It's your responsibility to complete these requirements as part of the admission process. The Office of the Registrar will inform you of any changes to admission requirements if they are not listed on the program webpage during the application process.

2.6 College preparatory programs/academic and career preparation

If you have successfully completed college preparatory programs and Academic and Career Entrance (ACE) upgrading, you're eligible for admission to postsecondary diploma or certificate programs (not applicable to degree or graduate certificate programs) if admission requirements and deadlines have been met (not applicable to highly competitive post-secondary programs). To be eligible for academic upgrading, you must be 18 or older and a resident of Ontario. Some applicants 16 to 17 years of age may also be eligible. Non-residents may register on a fee-paying basis. See the [Academic and Career Preparation](https://www.georgiancollege.ca/academics/academic-and-career-preparation/#right-for-me) webpage (<https://www.georgiancollege.ca/academics/academic-and-career-preparation/#right-for-me>) for details.

2.7#Admissions requirements course equivalencies

To meet admission requirements, you must have completed secondary school courses at the general, advanced, college or university level. Courses completed at an accredited postsecondary institution will be considered on an individual basis (Section 3.3 Articulation and Pathway Agreements).

You must provide official transcripts and may be asked for course descriptions for evaluation. Courses completed at institutions outside of Ontario are evaluated for equivalency based on the educational standards of that province or country. For further information, please email the Office of the Registrar at admissions@georgiancollege.ca. (admissions@georgiancollege.ca)

2.8#Highly competitive programs

When there are more qualified applicants than spaces available, a program is determined to be highly competitive (also referred to as oversubscribed). The college will use formal selection requirements and criteria to determine final selection, in accordance with the Ontario Human Rights Code and [Ministry of Colleges, Universities, Research Excellence and Security \(MCURES\)](https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security/) (<https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security/>) policy. Due to the priority of admissions (Section 2.9.1 Priority of admissions), highly competitive programs have no seats available to international applicants.

Selection requirements and criteria are prescribed by [MCURES](https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security/) (<https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security/>) and include but are not limited to academic requirements and performance, testing, information session participation, portfolios, resumés, physical health, and age requirements. These requirements and criteria may vary from program to program.

2.9 Admission decisions

Applicants to Georgian programs will be assessed upon submitted admission requirements to determine eligibility. Decisions to release offers of admission depend on applicant eligibility and seat availability. Applicants who are not admitted into the program of their choice may be offered admission into an alternate program.

2.9.1 Priority of admissions

Eligible applicants will be admitted to the college/ program based on meeting stated admission requirements and the selection process defined on the program webpage, and in consideration of seat availability.

When a program is highly competitive or oversubscribed at the start of the admission cycle, residency is a factor and domestic applicants are prioritized in the following order, as required by the MCU:

1. Residents of Ontario established as Canadian citizens or permanent residents.
2. Residents of Canada established as Canadian citizens or permanent residents.
3. Other applicants.

2.9.2 Waiting lists

Per the Minister's Binding Policy Directive for admissions, waiting lists are created when the number of qualified applicants exceeds the number of seats available. This generally occurs with oversubscribed programs, which prioritize domestic applicants; however, this can occur for any program where eligible applicants exceed available seats.

If you're a qualified applicant who is not initially accepted, you may be placed on a waiting list. An admission selection procedure will be used to establish which applicants will be placed on the list and in which order they will appear. If you're placed on a waiting list for a program that also has a scheduled January (winter), or May (summer) intake, you may be offered admission for the next intake, without the need to reapply. You'll be advised if this is the case. If a seat becomes available, you'll be contacted by an admissions officer.

Domestic applicants, who applied for more than one Georgian program, can remain on the waiting list for one Georgian program while accepting the offer for a different Georgian program. Applications received after Feb. 1 are considered on a first-come, first-served basis.

2.9.3 International applicant selection

When the college receives more qualified international applicants than international program seats available, the college will use selection requirements and criteria to determine final selection. This means that the college is setting processing priorities based on the academic quality of applicants and the diversity of the international student body.

2.9.4 Learning skills

While academic achievement is of major importance in the admissions process, other life skills such as being able to work independently, participating in a group, being organized, developing good work habits, being current with technology, and showing initiative, result in the greatest success in college. Life skills allow for a smoother integration into college programs and promote college program completion. You're encouraged to develop these aptitudes before beginning your college program. The college may revoke admission or deny progression in the program, if through evaluation or assessment in the classroom or engagement with the admissions officer, it's determined you'll not be successful in your program.

2.9.5 Letter of Acceptance (LOA)

If you're a domestic applicant, you'll be notified of your acceptance (conditional or final) in a Letter of Acceptance (LOA) from the college and all offers will be displayed on the [MyGCLife Applicant Portal](http://www.mygclife.ca/) (<http://www.mygclife.ca/>) and at [OCAS](http://www.ocas.ca/) (<http://www.ocas.ca/>). LOAs are released commencing Nov. 1 for most programs and offers are continuously released until programs are full. The Equal Consideration Deadline, Feb. 1, is in effect for highly competitive programs and/or programs with selection processes. Late applications may receive offers up to the fifth day of the term, including new offers and decisions about semester one program change requests and readmits. You must accept the offer through [OCAS](http://www.ocas.ca/) (<http://www.ocas.ca/>) (also known as confirming the offer) by the offer deadline on your letter, which will reserve a space for you in that program. You may accept only one offer of admission at a time. If you don't respond by the deadline, you forfeit your place in the program to applicants on the waiting list (if applicable).

If you're an international applicant, you'll be notified of your acceptance (conditional or final) in a pre-admission invoice, also referred to as a pre-admit letter of acceptance (PLOA), which is displayed electronically on the [International Application System \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>). Late applications may receive offers up to the fifth day of the term, including new offers and decisions about deferral requests, semester one program change requests. The PLOA provides you with program details, like cost and duration of your studies, so that you can make an informed decision to complete the steps required to receive your final letter of acceptance (LOA). The final LOA is the official document used for your study permit/ visa application.

2.9.6 Conditional acceptance

You may be conditionally accepted pending fulfillment of admission requirements. It's your responsibility to be aware of the requirements for admission stated on the program webpage, in the letter of acceptance (LOA - international applicants only), and to check the conditional status on the [MyGCLife Applicant Portal](http://www.mygclife.ca/) (<http://www.mygclife.ca/>). Conditional offers are valid offers and must be confirmed and paid for by all deadlines as indicated above. A hold may be placed on your account if your offer is conditional prior to registration. All conditions must be met prior to the start of term. Failure to meet the conditions of your offer by the start of classes, or if your conditions are met but your admission assessment falls below the assessment at the time the conditional offer was released, then your offer will be rescinded, and you'll be withdrawn from the program.

Except for study permit/ visa refusals, tuition deposits are not refunded for any reason, including an inability to meet admission requirements or the conditions of your offer. Other non-refundable fees include application fees, textbooks, assessment of previous learning (PLAR), testing fees, convocation, alumni, U-Pass, and insurance fees (Section 4.4.2.4 Non-refundable fees).

2.9.7 Tuition deposits

After you accept your offer, you'll be required to pay a non-refundable tuition deposit by the deposit deadline for that term. The due date of these payments is displayed on the [Important dates](https://www.georgiancollege.ca/admissions/important-dates/) (<https://www.georgiancollege.ca/admissions/important-dates/>) webpage or in your Letter of Acceptance (LOA). The tuition deposits part of your total tuition fees (Section 4.1.3 Tuition deposits). If you don't submit the deposit by the deadline, you'll forfeit your place in the program if there are eligible applicants on the waiting list. Late applicants who receive an offer of admission after the deposit deadline should refer to the deadline on the LOA to accept the offer and pay the tuition deposit.

If you're an international applicant, you're required, by the deadline found within your pre-admission invoice, to accept your offer through IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) and pay a non-refundable tuition deposit (Section 4.1.3 Tuition deposits). The act of accepting the offer in IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) and paying the tuition deposit will reserve a seat for you in that program and paying full semester fees with proof of study permit/visa allows you to register for courses. If you don't pay the tuition deposit before the deadline, you'll forfeit your place in the program. Upon receipt of the full deposit payment, you'll receive notification to return to IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) retrieve the final letter of acceptance (LOA) to be used in the study permit/ visa application process.

2.9.8 Unsuccessful applicants

If you meet admission requirements but don't receive an offer, or you don't meet admission requirements, you may view outstanding requirements on the MyGCLife Applicant Portal (<http://www.mygclife.ca/>), or IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) for international applicants.

Domestic applicants may discuss available alternatives with the College Entry Advisors in the Office of the Registrar by contacting collegeentryadvising@georgiancollege.ca. (collegeentryadvising@georgiancollege.ca)

International applicants are advised to consult with your agent; independent applicants should email intlrecruit@georgiancollege.ca. (intlrecruit@georgiancollege.ca)

2.9.9 Offer of Admission disclaimer

Georgian, at its sole discretion, reserves the right to alter information, including but not limited to, modifying program availability, program length, campus locations, curriculum, adjusting fees, admission requirements, policies, or procedures at any time. Georgian would make such changes to meet competencies in the job market and/or as prescribed by its governing Ministry, or for budgetary reasons or for other reasons it deems necessary. Georgian reserves the right to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. Prompt notice will be given to all affected applicants and students. Georgian shall not accept any liability for the consequences of these changes.

2.10 Other program requirements

The following program requirements may require your attention before you begin your studies, you're responsible to know this information at the time of your application to the college and take any required action necessary. The program webpage should be thoroughly reviewed for post-admission/ pre-registration requirement details and deadlines. Many of these checks must be completed prior to registering into the semester in which the placement starts. The costs associated with these program requirements are your responsibility.

It's important that you review section 4.2.4 Practical experience placement registration requirements – work integrated learning (WIL) for details.

If you're an international applicant, you should be aware of work permit requirements and should consult with immigration experts as required. Further, the college assumes no responsibility for these matters. Most programs at the college include opportunities for practical experience in the form of work-integrated learning (WIL).

2.10.1 Placement requirements

Some programs have a clinical or work/field placement component within the curriculum, which requires you to provide post-admission/pre-registration requirements in the form of:

- criminal record check and/or vulnerable sector check, and/or
- medical requirements like proof of up-to-date immunization.

Refer to section 4.2.5 Co-op work terms and work permit requirements for details. These requirements can take weeks-to-months to obtain, and you must ensure that you're eligible to participate in your program's practical learning components.

If you have been charged or convicted criminally and not pardoned, you'll be prohibited from proceeding to a clinical or work/field placement. Proof of a Record Suspension will be required. As some authorities require a long lead-time for processing, please check with the program coordinator to ensure sufficient turnaround time. If you have a criminal record, you should also contact the appropriate professional association or licensing agency prior to starting your college studies.

2.10.2 Practical experience#– work integrated learning and co-op

Most programs at the college contain opportunities for practical experience in the form of work-integrated learning (WIL).

Georgian holds membership with, and follows, the co-operative education guidelines set out by the [Co-operative Education Work-Integrated Learning Canada \(CEWIL\)](https://cewilcanada.ca/) (<https://cewilcanada.ca/>) and [Education at Work Ontario \(EWO\)](https://ewo.ca/) (<https://ewo.ca/>) as supported by the [Ministry of Colleges, Universities, Research Excellence and Security \(MCURES\)](https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security/) (<https://www.ontario.ca/page/ministry-colleges-universities-research-excellence-and-security/>).

2.10.2.1 Co-operative (co-op) work terms

All co-operative education programs at the college contain mandatory work-term experiences aligned with program learning outcomes. Co-op work terms are designed to integrate academic learning with work experience, supporting the development of industry specific competencies and employability skills.

Programs may have additional requirements related to the co-op semesters, such as a valid driver's licence, strong communication skills, industry-specific certifications, and ability to travel or temporarily relocate. If you don't meet the requirements for your co-op semester(s), you may be unable to progress in the program or graduate. Refer to your program webpage for more information. (Section 4.2.9 Changes in program, course, section, or co-op).

All co-operative education programs at the college contain mandatory work-term experiences aligned with program learning outcomes. You may be required to submit proof of the following prior to your co-op semesters:

- valid driver's licence
- strong communication skills
- industry-specific certifications, and
- ability to travel or temporarily relocate.

For full requirement details, refer to your program webpage and Section 4.2.8 Changes in program, course, section, or co-op).

2.11 Program transfer

Students wishing to transfer to another program in an advanced level or to the same program at a different campus must apply for program change through the Office of the Registrar.

2.11.1 Program transfer guidelines

When you're transferred, you must successfully complete the graduation requirements described on the current program webpage, i.e., for the academic year in which you were re-admitted. There is a non-refundable fee payable at the time of application for program transfers (except if

transferring to the same program at a different campus or when transferring from the two-year to three-year version of the same program). This fee must be paid when the application for transfer is submitted to the Office of the Registrar.

The program coordinator and the Office of the Registrar determine your academic eligibility for transfer. Poor academic standing or misconduct may deem you ineligible for transfer. Transfer to another program or level is also determined according to program seat availability. The Office of the Registrar will inform you of the decision.

2.11.2 Program transfer process

Before being transferred, your progress/ academic standing in your current program will be reviewed. This review may include examination of any of the following:

- up-to-date criminal reference/ vulnerable sector checks, and/or immunization/ health records and health assessment as required by some programs (see program outline for details),
- interview results,
- transcripts,
- course outlines,
- evaluations from previous academic records,
- letters of reference from employment or other educational institutions
- competency/skills testing (fees may apply), and/or
- academic standing.

Priority for transfer will be given in the following sequence:

- students wishing to transfer to the same program at a different campus.
- students wishing to transfer to similar programs at the same campus, where the curriculum is identical or almost identical, and
- students applying to transfer from another program at Georgian.