

# International Representative Cheat Sheet

## 1. How do I log in?

Go to <https://international.ontariocolleges.ca/college>.

Enter your log in email address and password, then click 'Sign In'.

Sign in with your organizational account

someone@example.com

Password

Sign in

## 2. How do I track Application status?

In the portal, click on 'Applications' from the left-hand navigation.

The status is shown next to the Applicant's name. Find a specific Applicant by searching, filtering and/or sorting the list.

Applications can be in Draft, Review or Closed status.

Application status:

Draft Review Closed

## 3. How do I monitor Applications?

In the portal, click on 'Applications' from the left-hand navigation.

Select your country from the 'Filter by Country' dropdown.

Use the 'Filter by Applicant Type' dropdown to view Applications that are either 'Agent-Managed' or from 'Direct Applicants'.

Filter By Country

India

Filter By Applicant Type

Agent-Managed

## 4. How do I review applications?

In the portal, click 'Applications' from the left-hand navigation.

Find Applications that need to be screened by selecting 'Review' from the 'Filter by Status' dropdown and 'Not Screened' from the 'Filter by Screening Status' dropdown.

Click on the relevant Application to check that the information and supporting documents provided are complete and meet the college's admission requirements.

Filter By Status

Review

Filter By Screening Status

Not Screened

## 5. How do I change an Application's screening status?

In the portal, click 'Applications' from the left-hand navigation.

Find an Application by searching, filtering and/or sorting the list, then click on the relevant Application.

When an Application has been screened select 'Screening Complete' from the 'Application Actions' dropdown at the top of the screen.

Once selected, a confirmation message saying 'Application screened!' will appear at the bottom right of the screen.

Application Actions

- Screening Complete
- + Make An Alternate Offer
- + Make An ESL / EAP Offer
- × Close Application

Application screened!

## 6. How do I track Offer status?

In the portal, click on 'Offers' from the left-hand navigation.

The status is shown next to the Applicant's name. Find a specific Applicant by searching, filtering and/or sorting the list.

Offers can be in Offered, Accepted, Paid, Pre-Registered, Declined, Revoked or Withdrawn status.

Offer status:

Offered Accepted Paid Pre-Registered

Declined Revoked Withdrawn

## 7. How do I check if an Applicant has received a visa?

In the portal, click on 'Offers' from the left-hand navigation.

Find an Offer by searching, filtering and/or sorting the list, then click on the relevant Applicant.

Scroll to the bottom of the screen to check if visa documents have been uploaded under the 'Visa Documents' section.

Visa Documents

No visa documents have been uploaded.

## 8. How do I request reports?

Contact your College Admissions Officer to request reports on Agency and Program performance for your region.