PORTAGE COLLEGE | CiaT Calgary

GUIDE TO APPLY

Your success starts here

1: visit https://www.ciotcalgary.ca/

2: Click "How to Apply"

3: Click "Apply Now"

+1 (587) 358-3056   info@ciotcalgary.ca

CIOT
Calgary

ABOUT US   PROGRAM ⌄   STUDENT LIFE   CONTACT US   HOW TO APPLY   STUDENTS   **MAKE A PAYMENT**
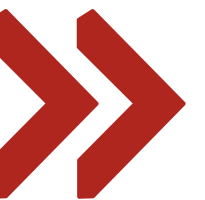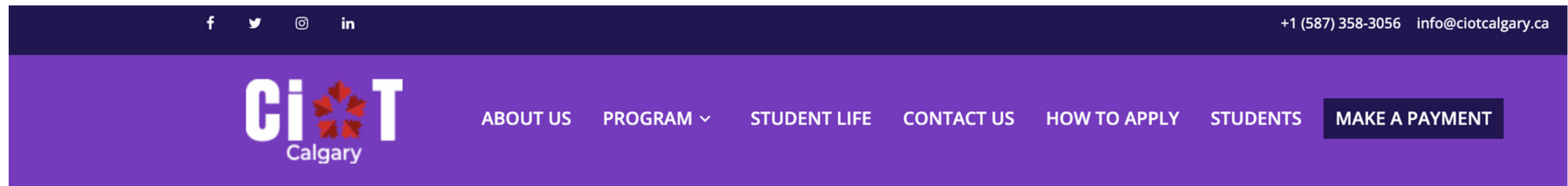
Online application process

Kindly complete the following steps to submit your application.

- Step 1: Choose your desired program and Intake
- Step 2: Fill in your academic details(Note: Academic details of Grade 12th/High school are mandatory)
- Step 3: Fill in your personal details as per your passport
- Step 4: Upload a scanned copy of at least one document out of the following documents to submit your application:
  - The first and the last page of your passport
  - Your identity proof issued by the government
  - English copy(s) of official academic record(s) from your high school (secondary school) and/or higher education institute (if applicable)
  - Official IELTS / TOEFL result or English grade 12 credit from a Canadian secondary school
- Step 5: Scroll down and click on the "Apply Now" button

Signup with Aplicar, our authorized recruitment partner, to submit student applications.

Click on the below button to Apply

APLICAR

Apply Now

Pay your Fee Directly to CIOT
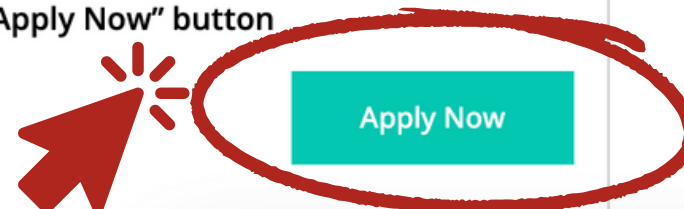
4: Program Selection

Apply Now

Program Selection — Academic Details — Personal Details — Upload Documents
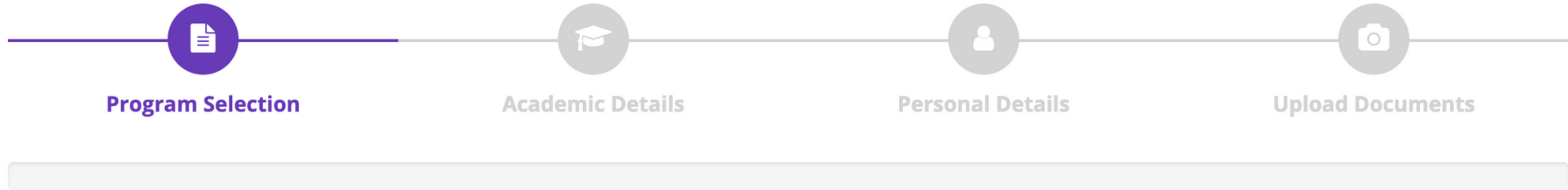
Program Selection: Step 1 - 4
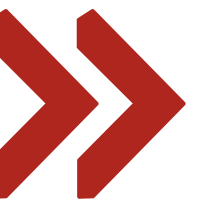
Program*

Business Accounting Diploma

Select Intake *

Select Please

Enter if you are applying through the Agent

Agency Name*

Note: If you don't have an agency, kindly input your full name.

5: Academic Details

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Program Selection — **Academic Details** — Personal Details — Upload Documents
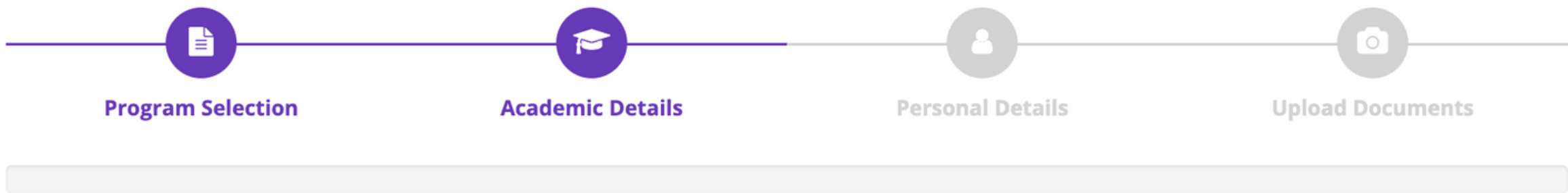
Academic Details: Step 2 - 4

Last High School Attended*

Grade 12/High School

Passing Year*

Select Please

Stream*

Non Medical

Grading Scheme*

Scale: 0-10

Grade Average*

Last College or University Attended

Select Grade

Passing Year

Select Please

Course Name

Diploma in Business Management

Grading Scheme

Scale: 0-10

Grade Average

English Qualification*   **Overall***

Select Please

Reading*

Writing*

Speaking*

Listening*

6: **Personal Details**

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Program Selection — Academic Details — Personal Details — Upload Documents
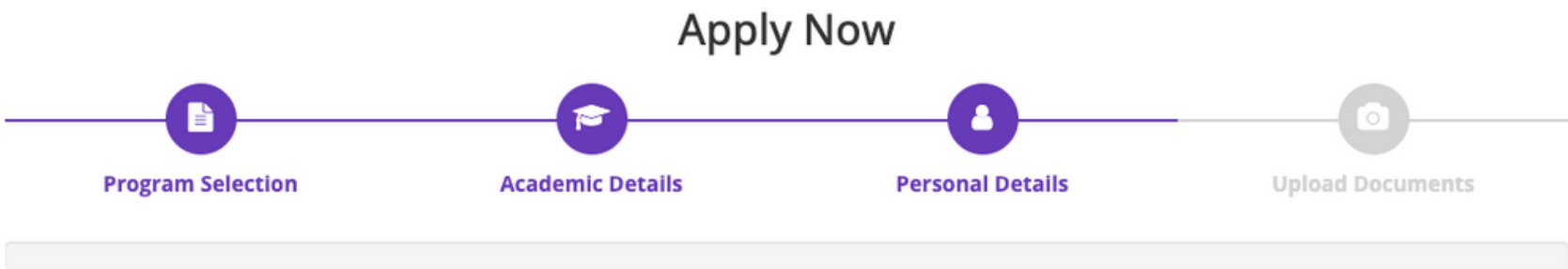
Personal Information:Step 3 - 4

Personal details same as Passport

Last Name
Karius

First Name & Middle Name*
Loris

Passport No*
P012345

Email Id*
loris.karius@gmail.com

DOB*
12 Aug 2004

Gender* Male   Female   Other

Do you have a valid study permit?* Yes
No

Expiry Date of Study Permit*
DD-MM-YYYY

Mailing address

Citizenship*
Select Please

Address*
Street Name, Building Name

City*
Vancouver

Province*
British Columbia

Country*
Canada

Postal Code*
V5H 3Z7

Contact No*
6135550190

Permanent Address if different than mailing address

 Same as Mailing Address

Address*
Street Name, Building Name

City*
Vancouver

Province*
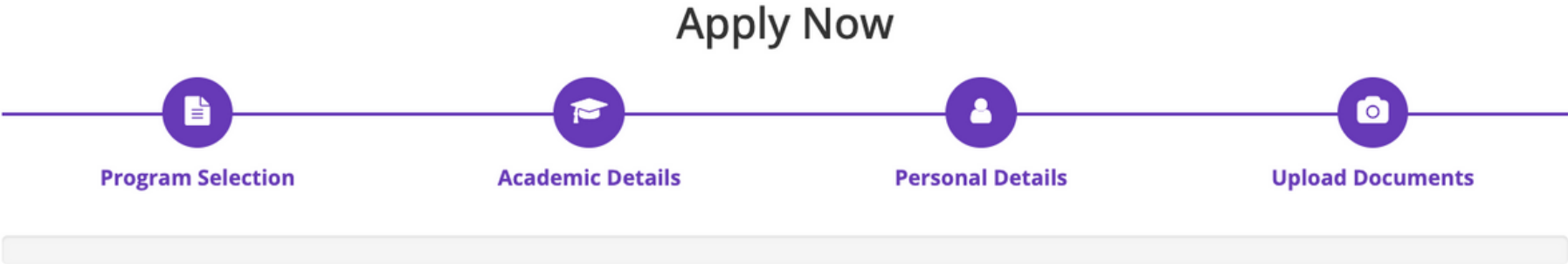British Columbia

Postal Code*
V5H 3Z7

Contact No*
6135550190

Emergency Contact No*
6135550190

7: Upload Documents

Apply Now

Program Selection — Academic Details — Personal Details — Upload Documents

Finish: Step 4 - 4

Sr. no.	Document Type	Preview Document	Status	Edit Documents
0	PASSPORT COPY-FRONT SIDE			Choose File No file chosen
1	PASSPORT COPY-BACK SIDE			Choose File No file chosen
2	HIGH SCHOOL/GRADE 12 SCORE			Choose File No file chosen
3	BACHELOR/DIPLOMA ACADEMIC SCORE			Choose File No file chosen
4	IELTS - ACADEMIC REPORT			Choose File No file chosen
5	E-MEDICAL - TRACKING SHEET			Choose File No file chosen
6	OTHER DOCUMENTS			Choose File No file chosen
7	UPLOAD SINGLE PDF FILE			Choose File No file chosen
9	Withdraw Consent Letter			Choose File No file chosen

Proceed to next page for tips on how to upload your documents »»

Format of document:
FULL NAME - DOCUMENT TYPE

Example:
JOHN DOE - IELTS ACADEMIC REPORT

Tips With Uploading Your Documents

Here are some tips for uploading documents while ensuring that the file size is under 1MB:

1. Use a Scanner App: If you have access to a smartphone, install scanner apps like CamScanner. These apps can scan your documents and convert them into PDF files, often with built-in compression options.

2. Combine Multiple Pages: If your document consists of multiple pages, consider merging them into a single PDF file. Many scanner apps have features to compile pages into one document.

3. Adjust Scan Settings: When using a scanning app, adjust the settings to optimize for a smaller file size. You can often select a lower resolution or quality setting, which reduces the file size.

4. Use Online File Compressors: If your document is still too large after scanning, there are various online tools and websites that can help you compress PDF files. Some popular options include Smallpdf, ILovePDF, and PDF2Go.

5. Check Document Format: Ensure that your document is saved in a PDF format. PDFs tend to have smaller file sizes compared to other formats like JPEG or PNG.

Tips With Uploading Your Documents

6. Remove Unnecessary Elements: Before uploading, double-check your document for unnecessary elements such as blank pages, large images, or extra spacing. Eliminating these can help reduce the file size.

7. Use the Right File Format: If possible, choose black and white or grayscale over color when scanning. This can significantly reduce the file size without sacrificing readability.

8. Organize and Label Documents: Properly label and organize your documents. This helps you quickly find what you need and prevents uploading the wrong file.

9. Test Before Uploading: Always test the file size before uploading it to ensure it meets the 1MB limit. You can do this by checking the file properties or using online tools to verify the size.

10. Backup Originals:Once you've successfully uploaded the compressed or compiled document, consider keeping a backup of the original in case you need it later.

By following these tips, you can efficiently upload your documents while ensuring they remain under 1MB in size.
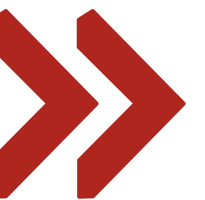
CONNECT WITH US

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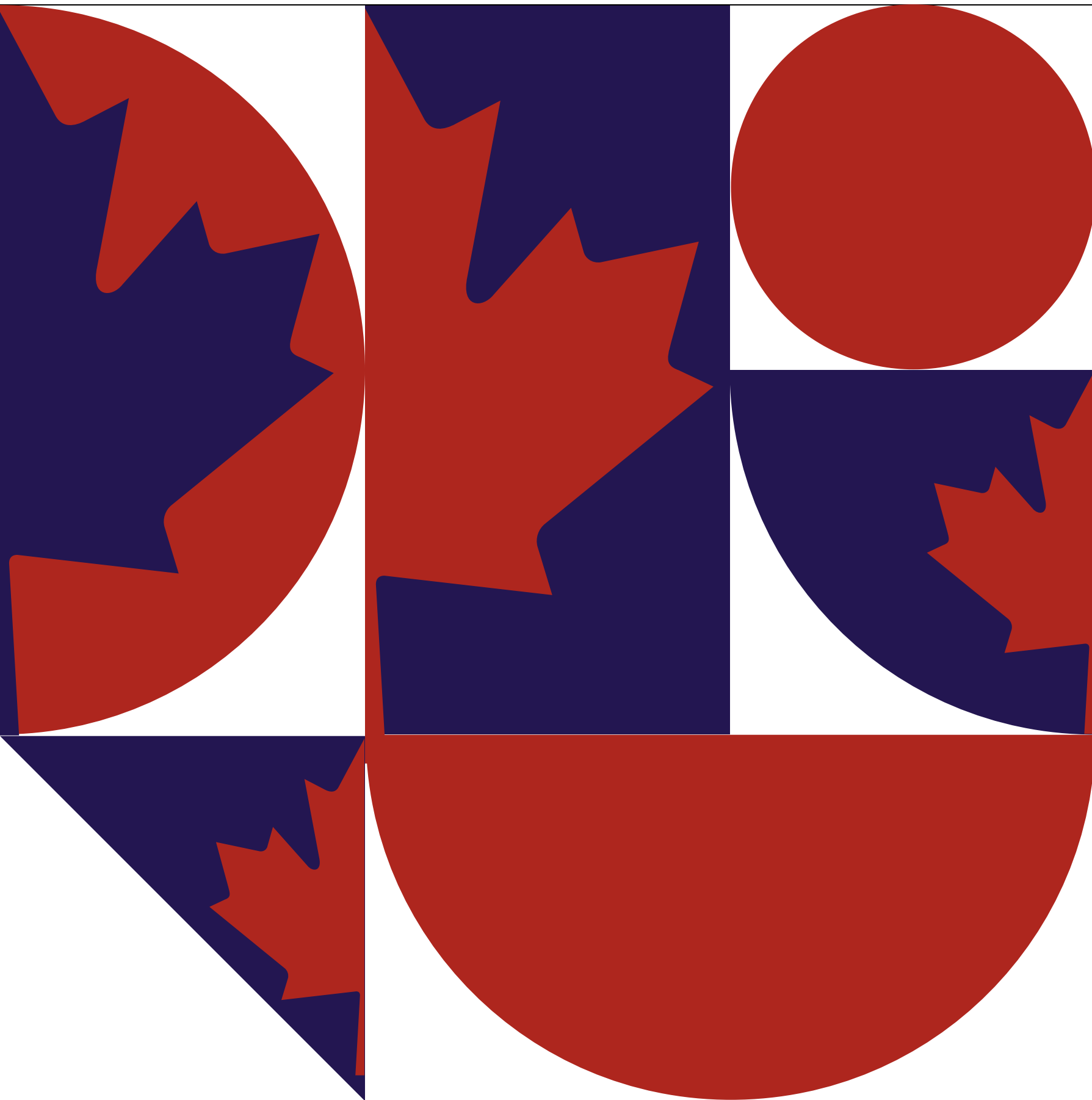
Questions?

Feel free to get in touch with us.