

Post Secondary On-Line Application Process

1) To complete this process you will need:

- your PEN--appears under your name on your report card
- a credit card number--VISA or Mastercard
- your SIN
- E-mail address
- your home address and phone number
- emergency contact information

2) Log on to <http://pas.bc.ca>

3) PASBC login: a) create an account or b) log into an already created account DO NOT use the Forms Autofill option

4) Choose APPLY NOW after reading the information--read the application preparation document and choose APPLICATION INSTRUCTIONS

5) Read the instructions and choose the APPLICATIONS icon (bottom) NOTE: a screen about security will pop up several times--press OK to continue

6) Institute Selection--choose one institute at a time

7) Common Form--Use buttons on the left to navigate

- a) Personal Data
- b) Citizenship
- c) Mailing Address--institute will respond to you at this address
--emergency contact information
- d) School information
-PEN--Personal Education Number--see counsellor if you don't

know it

-use ADD A SCHOOL to choose LA Matheson from Lower Mainland

(A-L)

- e) Review and CONTINUE

8) College/University Application Forms--this is specific to your institute of choice

*Use TAB not RETURN to move to the next line

*An ERROR MESSAGE will appear if a line has been missed

*Once you create an account you can complete the common form and use that information for all your applications--except to BCIT and VCC

Experiment with this before November 1--you may apply to Universities anytime