

Three Step Application Process

Step 1

Check your program entrance requirements listed under each specific program. If you are missing one or more courses required for entrance into a program, or if you have the required course but your percentage grade is not high enough, there are upgrading options available. If you have any questions, please contact us Toll Free: 1-866-623-5551

Step 2

Apply online at [ApplyAlberta](https://apply.alberta.ca) or fill in a PDF Application for Admission form, and submit by mail, fax or in person at any of our campuses. In order for us to process your application, we require a non-refundable application fee.

Step 3

If you attended high school or post-secondary in Alberta, transcripts will be sent automatically when you apply online at ApplyAlberta. If you fill out a paper application, you must arrange to have the necessary transcripts sent to Portage College. Applicants who have completed out of province education must contact the appropriate department of education or educational institution to obtain official transcripts. Transcripts must be sent directly from the issuing institution to Portage College. If you are unsure of the agency/department to contact in your province, please call us as we may be able to provide you with contact information.

Once submitted, all transcripts become the property of Portage College, and will not be returned to the applicant. You may also be asked to provide further documentation depending on the program you are applying to.