CICE Application Instructions
Community Integration through Cooperative Education
Checklist for Application Requirements

Applicants must successfully complete all of the following steps no later than February 1, 2020 in order to be considered for admission to the CICE program for Fall 2020:

• **STEP 1:** Apply online at [Ontario Colleges](http://ontario-colleges.ca).

• **STEP 2:** Have your transcripts sent to [Ontario Colleges](http://ontario-colleges.ca) by your guidance department or local schoolboard. If you are mailing in transcripts, please ensure they are sent in a sealed envelope in official format.

• **STEP 3:** Download and complete the CICE resume template from the [CICE website](http://cice.durhamcollege.ca) and submit a completed version to [CICEapplications@durhamcollege.ca](mailto:CICEapplications@durhamcollege.ca). Please include the following information in the subject line: Applicant Last Name, First Name, Durham College Student Number.

• **STEP 4:** Ask 2 (two) individuals to act as confidential references. The individuals you choose must be able to provide answers to questions in relation to your work and/or educational experience. This could include teachers, counsellors, employers, caseworkers or coaches. Please note that relatives and close family friends are not eligible references. Please provide your confidential references with the “CICE Confidential Request Form”, found on the next page.

• **STEP 5:** If you meet eligibility requirements, you will be contacted by a Durham College representative to arrange the final step in the application process, which is an interview. Information on the interview will be sent to you through email.

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, c. F.31, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators.

(If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.2000, extension 3292; graduation rate, graduate employment, graduate satisfaction and employer satisfaction).