

## Accept Offer in MyKeys Portal

Note that you must accept your full or conditional offer of a seat in a Keyano College program in the MyKeys portal, and not in Self Service.

<https://mykeys.keyano.ca/SignIn>

1. Login into your MyKeys account using the credentials you created when you accepted the invitation. If you run into problems, please email [admission.portal@keyano.ca](mailto:admission.portal@keyano.ca) with your Keyano Student ID and a screenshot of the error message.
2. Once on your MyKeys admission portal you will select your dashboard.



3. Your Application-Offers will appear on the top of the page. Click on the Accept Offer.

Application - Offers								
Year	Term	Program	Application Date ↑	Application Status	Status Description	Decision Status	Decision Description	Decision Date
2023	WINTER	Nursing Collaborative/Diploma	3/7/2023	Payment Required	This payment is required to secure your seat	Full Offer		3/8/2023

Important: Application offers are valid for 10 days from the "Decision Start Date" (The date the offer notification was sent). Reach out to us if you are having issues with your offer here.

4. You will be directed to a Payment Option page. Payment by credit card will automatically update our system to accept. If you pay through Bank Transfer or TransferMate **there may be a delay in your application status** as your payment will have to reflect on your student account for our admissions representatives to manually change your application status to Accepted.

## Select Payment Option

### Accept and Pay via Credit Card

Choose this option if you want to pay via Visa or MasterCard. Please note some Visa Debit or MasterCard Debit, and international credit cards may not be accepted. Students who pay through this method typically receive their Letter of Acceptance within 24 hours. Please note an additional Letter (Letter of Acceptance for IRCC) will be provided to International Students within 2-3 business days. If your international credit card doesn't work, use the "TransferMate" option instead.

### Pay via TransferMate

Keyano College has partnered with TransferMate to provide our international students with a payment portal that saves on bank fees and exchange rates while providing 24 HR customer service and online tracking of your payment. The system allows international students to make payments using their local banks for bank transfers or credit cards, with competitive exchange rates. Select your country of origin and preferred payment method, and follow the steps to make your payment. Once your payment is complete at TransferMate, return to this portal and provide the reference/confirmation number to accept the offer. The actual transfer of funds can take 3-4 business days (longer depending on international banking policies and controls in your local country).

### Pay via Bank Transfer

This option is only available for individuals with a Canadian bank account. Register Keyano College as a payee from your bank's website to make online bill payments. Select "Add Payee" and enter "Keyano College - Tuition Fee" to pay for tuition. Please allow for three to four business days for bank processing. Once you have completed this step, you must provide a reference/confirmation number on the next page.

For more information on payment options please visit: [Tuition and Financial Services - Keyano College](#)