Ontario University - Online Application Procedures
2018 – 2019

Ontario Universities' Application Centre

www.ouac.on.ca/ouac-101/

GETTING STARTED:

☐ Research programs using E-INFO (www.electronicinfo.ca)

☐ Click on Undergrad (101) Online Application (for new applications and applications in process)
  Note the *'101 Resources'* on the side of the page (How-to Videos, Common Questions, etc.)

☐ Click *'Apply Now'*
  First time logging on? You must first create a profile.

☐ Click 'Create MY OUAC Profile', at the bottom of the page
  Make sure it is easy to remember you will use this from now on

☐ *"My Access Codes"*. Enter your information from your Application Access Code Letter that includes:
  your school #, student # and PIN (case sensitive). Be sure to keep this information private.

☐ Click *'Save'*

APPLICATION DEADLINE:
Wednesday, January 16, 2019

COMPLETING YOUR APPLICATION

*Note: "**Help**" links are located on most of the application screens or on the fields themselves.*

Personal Information/Contact Information/Academic Background

➔ Ensure all information is accurate and complete. Legal given names must be provided. Nicknames, abbreviations and initials should **not** be used. Enter your email accurately, as this is how OUAC and the universities will correspond with you during application time.

Select Programs (Browse Programs/Program Choices)

➔ You may explore programs using the Search Options (University, Geographic Area, Program Grouping)
or enter your desired program codes on one screen using the *"FastTrack"* option.

➔ Once you have selected a program you may view and confirm the admission requirements for the selected program.

➔ Then, for each program code chosen, you must complete the details screen. This includes indicating the "Subject of Major Interest" (if applicable), co-op options (if available), as well as details about anticipated start time.

➔ The program choices and details are then added to the online application.

➔ You may apply to as many Ontario universities/programs as you wish; however, only a maximum of three program choices at any one university (including the university's affiliates).

➔ Order your choices. Number program choices in order of preference. Numbering does not affect scholarship or admission consideration **unless** a university specifically states this in its literature.

$150 for the first 3 university/program choices and
$50 for each additional choice.

You can see their fees in "real time" by clicking *"Fee Details"* (left hand side)

Additional University Details and Other Information

➔Complete the additional information required (i.e. years in high school, AP exams, etc.)

Current High School Information and Grades

➔ It is **your responsibility** to check the *"Current High School Information and Grades"* screen carefully.
➔ If you are taking a course through eLearning or night school, you are responsible for ensuring it
  shows here. (see Guidance)
➔ Check your on-line application for marks submission after final 1st semester final marks, 2nd semester
  mid-term and final marks in July.

YOU ARE RESPONSIBLE TO REPORT ANY ERRORS/OMISSIONS OF COURSES OR MARKS TO GUIDANCE.

Review and Submit

➔ Once all information has been added, click *"Review and Submit".*
➔ All the information will be presented on one page for verification. Print this page for your records.
➔ Read the *"Applicant's Declaration"* and click *"I Verify and Agree"* at the bottom of the screen.
  • **Be sure to include a valid email and remember your password for your email and OUAC
    accounts – *you will receive all offers via email***

Payment Options

➔ You can pay by the following methods:
  1. **VISA/MasterCard/American Express:**
     You will need the card number, expiry date and CVC number.
  2. **Online Banking: (Canadian Banks only)**
     You will receive a bill payment account number from the OUAC when you submit your
     application. Contact their bank for further details.
➔ Choose your method of payment and click *"Continue". Y*ou will receive your OUAC reference
  number.
           *(**Note:** OUAC cannot process your application without the application fee.)*

Finishing

➔ After the final *"Submit"* step, you will receive an **OUAC Reference Number** (2017-XXXXXX). Print this
   screen for you records.
➔ Save your OUAC Reference Number, as you will need to include this number when communicating
   with OUAC and the universities.
➔ The ability to view and/or make changes will be available one to two business days after the
   application is submitted and the application fee payment is received and processed.

MAKING CHANGES TO YOUR APPLICATION
➔ Please see video tutorials for making changes https://www.ouac.on.ca/ugrad-tutorials/
➔ You may view and/or make changes to your submitted 101 Online Application by logging in to your
   application account at: www.ouac.on.ca/ouac-101/
➔ After 24 hours, verify your changes have been made by logging on to the website.
*(**Note:** Changing a program selection from one university to a different university will result in an additional $50 fee.)*

NEED MORE HELP?
    ➔ Read the "FAQ" section and the 101 Application Guide on the website:
                              www.ouac.on.ca/ouac-101.
    ➔ **Contact OUAC** Telephone: 519-823-1063 or www.ouac.on.ca/ouac-101

For further information on university applications, please see you Guidance counsellor