UNIVERSITY ON-LINE APPLICATION INSTRUCTIONS
For September 2019

Step 1 Go to https://www.ouac.on.ca . This is your homepage.
Now click on the box **Undergrad 101: Current Ontario high school students.** Review the 101 Criteria to ensure that you have all of the general admission requirements to apply to an Ontario university. You may also access the online application directly at www.ouac.on.ca/ouac-101.

Step 2 When students first log-in they must **Create an OUAC profile** by creating a username and password that is easy to remember. You may update username and password at any time under "my OUAC profile".

Step 3 On the "Welcome" page you will click "Continue" then **Log In** using your Application Access Code Letter in order to start your application. Type in the information exactly as it is seen on your Access Code Letter. Students should see a Guidance Counsellor if this letter has not been received. The system will ask you to change your password. Use your password instead of your pin the next time you log in.

Step 4 Work through the main navigation bar as it appears on the left side of the screen throughout the online application which will guide you through the process.

Step 5 Ensure that all information in the "Personal Information" and "Address Information" sections is accurate and complete. Corrections must be made as necessary, and all legal given names must be provided. Students must enter email addresses correctly, as the OUAC and universities correspond with students via email throughout the application process.

You may also view the short Undergraduate Tutorial #1 – "How to Log in to your 101 Application"

Step 6 **Program Choices** – Click on this at the top of the page, and then click on **Add New Program**. Although students can search options here, it is highly recommended that the research be already completed and the program codes and other information be written down. Students can explore programs through eINFO, and then select the **Fast Track Option**. Alternatively, you can find the codes under **browse/search options** on the application site and can then easily add these to your program choices.

If using the Fast Track option, students enter codes for the initial three choices (at a cost of $150). Additional choices can be entered below these (at a cost of $50 each). **NOTE: a maximum of 3 choices can be made per university. Some exceptions apply.**

Remember that you can browse programs confidentially without logging in. You may also view the short Undergraduate Tutorial #2 – "How to Browse and Add Programs to your Online Application"

Step 7   Once the codes for all choices are completed, additional information from each choice will be displayed beginning with your first choice. This page verifies each program students have chosen and asks for other details, including subject of major interest (if required), co-op interest, and residence information. Choices can be added or removed at any time before the application is actually submitted. After details for the first choice is complete students must follow the same instructions as above for each choice made.

Remember that no commitments to the application process are made at this point.

Step 8   **PREPARE YOUR APPLICATION –** Once students have finalized their choices, they must complete the application. All areas in the sidebar of the page must be completed/viewed before the application is submitted. Read instructions carefully for each section. Some of the fields may already be completed because your school has already sent specific info. Check to see that the info entered is accurate and make changes accordingly. Your Grades file is read only. You should verify grade accuracy and notify your Guidance Counsellor of any errors and/or omissions.

You may also view the short Undergraduate Tutorial #3 – "How to Prepare and Submit Your Application"

Step 9   **SUBMIT APPLICATION** – during this step, students select a method of payment; credit card, electronic banking, or money order. You will be asked to read the application declaration. Click "I verify and agree".

Step 10   Students will be assigned an **OUAC Reference Number**. Print off and keep as a record. This number will be needed if amendments are made to the application later.

There are a handful of out-of-province schools that may ask for your OUAC Reference Number. These schools will have a partnership with OUAC whereby all grades will be shared electronically. If you are applying to an out-of-province school that is not in partnership with OUAC, you will need to provide copies of your official transcript. See your Guidance Counsellor for details.

Step 11   Students will receive an email acknowledgement of application submission.

Step 12   Check important dates for both the general OUAC application and all supplementary application deadlines as well.

Also, watch other useful "How-To" Undergrad Tutorial videos for "Making Changes" to your application and/or "Responding to an Offer of Admission"

YOUR APPLICATION HAS BEEN SUBMITTED
WHAT'S NEXT?

1. Once your application is submitted and processed by OUAC, amendments can be made. First go to the homepage directly at www.ouac.on.ca/ouac-101/ and click on **Review and Change Your Completed Application.** Follow the instructions to make the needed changes. As well, you will respond to any offers of admission here.

2. **January 15, 2019** is the deadline for completing on-line applications and submitting fees to OUAC. It is highly recommended that you complete this process before Christmas!

3. **February 5, 2019** is the recommended last date to submit program changes or additions. Changes after this date may affect admission to certain programs (they could be closed).

4. **February 14, 2019** – Final marks from Semester 1 courses will be sent to OUAC.

5. **April 25, 2019** – Midterm marks from Semester 2 will be sent to OUAC.

6. **May 29, 2019** – Students must have received a response for all program choices by this date. The response will be one of :
   a. a conditional offer of admission
   b. a refusal
   c. a deferral pending receipt of specific additional information.

7. **June 3, 2019** – Earliest date by which the universities may require a response to early offers of admission.

NOTE: Students have access to several on-line video tutorials on the homepage of the www.ouac.on.ca/ouac-101/ website. These can be found under "Quick Reference" – GO TO "101 How to Videos" include:

- **how to use eINFO**
- **how to complete the 101 application**
- **how to review and make changes to a completed application**
- **how to accept an offer on-line**