

UNIVERSITY ON-LINE APPLICATION INSTRUCTIONS For September 2024

- Step 1** Go to <https://www.ouac.on.ca> . This is your homepage.
- 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** **Log In** with the username and password you created and select the Undergraduate application type to continue.
- Step 4** **Select** “Start Application” to begin your Undergraduate Application. Read the Welcome page carefully, as it contains tips on how to get started. It also includes OUAC’s Privacy Statement that you need to read before you submit your application. The application consists of 5 main sections which are outlined in the Application Status Bar.
- Step 5** **Select** “Next” to move through each section. 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. Please use a valid and professional email address.

You may view the video tutorials at any time at ...to help you with this process

- Step 6** **Program Choices** –There are 5 steps to adding a choice. 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 OUIInfo, and then select programs by inputting the program codes. 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 inputting program codes directly, students enter codes for the initial three choices (at a cost of \$156 non-refundable). Additional choices can be entered below these (at a cost of \$50 each non-refundable). **NOTE: a maximum of 3 program choices can be made per university. Some exceptions apply.**

- 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 **SUPPORTING DOCUMENTS:** Current Ontario high school students will have their grades and academic information sent by their high school. This will display in Academic Information 1-2 days after submitting your application. In the Document Upload section, you can upload documentation that supports your application, as specified by your university choices (this will vary for each student depending on program choice).

Step 9 **PREPARE YOUR APPLICATION** – Once students have finalized their choices, they must complete the application. The **REVIEW and PAYMENT process** is 4 steps. Review any errors or warnings. 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 and will be **electronically submitted by your school at several times this year**. You should verify grade accuracy and notify your Guidance Counsellor of any errors and/or omissions.

You may also view the short Undergraduate Tutorial – “How to Complete Your Undergraduate Application”

Declaration and Pay – 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”.

Confirmation -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 10 Students will receive an email acknowledgement of application submission.

Step 11 Students may wish to link their OSAP (financial aid) application to their OUAC application. Linking the two is an optional step meant to save you time in your OSAP application. You may link both accounts any time after you have submitted your OUAC application.

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 “How to Edit” your application and/or “How to Respond 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, 2024** 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. **November 17, 2023** – Midterm marks from Semester 1 courses will be sent to OUAC.
4. **February 15, 2024** – Final marks from Semester 1 will be sent to OUAC.
5. **April 25, 2024** – Midterms from Semester 2 will be sent to OUAC.
6. **July 4, 2024** – Final marks from Semester 2 and proof of graduation will be sent to OUAC.
7. **May 29, 2024** – 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.
 - d. an alternate offer
8. **June 3, 2024** – Earliest date by which the universities may require a response to early offers of admission. This is your deadline to accept an offer. You must officially accept an offer. To learn how to do this consider visiting <https://guidance.ouac.on.ca/student-resources/accepting-an-offer/>

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 “Undergrad Applicants” – GO TO “How to Videos”. They include:

- **how to use OUIInfo**
- **how to create your OUAC account**
- **how to complete your undergraduate application**
- **how to edit your application**
- **how to respond to an offer**