

Steps for Applying to University through OUAC

Deadline for Equal Consideration: January 13th, 2022

1. Your personal letter from OUAC is being mailed to your home address.
Do not lose it as it contains personal information required to create your OUAC account.
 - a) Go to www.ouac.on.ca
 - b) Select **UNDERGRAD(101)**
 - c) Select **GO TO APPLICATION**
 - d) Select **Create My OUAC Account**

2. Create My OUAC Account:
 - a) Enter your name, birthdate, and **non-school email**. Ensure your email address is up-to-date because this will be the primary mode of communication for universities and OUAC.
Note: You will not be able to submit your application until you verify your email address
 - b) Create your username and password. Make sure they are easy for you to remember, as you will use it to login to your application from now on.
 - c) Select **Create my OUAC Account**

3. Get Started:
 - a) Enter the required High School Information
 - b) Enter your access codes **exactly as they appear in the letter you have been given.**
 - c) Select **Next**

4. Read the welcome page carefully. Note:
 - a) "Help" links are located on most of the application screens
 - b) Application links are listed on the left

5. Proceed to **Personal Information**
 - a) Some information may already be provided – verify and update as necessary. Do not use nicknames or abbreviations.
 - b) Select Save and Continue.
 - c) Double check the information, and then move to the next step

6. Proceed to **Contact Information**
 - a) Verify your email address.
 - b) Confirm your home AND mailing address, and at least one phone number. Correct as necessary.

7. **Academic Background**
 - a) Provide information about all of the high schools you have attended(including day school, private school, **night school, summer school, and on-line schools**), as well as any postsecondary institutions you attended(including dual credit courses).

8. **Selecting your Programs**
 - a) Select **Browse Programs**
 - b) Search Options: » By University
 » By Geographic Area
 » By Program Code
 - c) Select the specific program of your choice
 - d) Complete the **Program Details** (check that you have the **SPECIFIC ADMISSION REQUIREMENTS**)
 - e) Select the **Admissions Requirements** link to learn about specific program requirements such as a portfolio, interview, audition or Personal Statement of Experience (PSE)
 - f) Select **Save Program**
 - g) Repeat for all programs that you wish to enroll in by selecting **Add Program**.
NOTE: you can choose up to 3 programs for the initial fee of \$150. Addition program choices are an additional \$50 each.

9.
 - a) Review your **Program Choices**
 - b) Select **edit** or **delete** to the right of the program choice if necessary.
 - c) Number your choices in order of preference – the choice order does not affect scholarship or admission consideration unless a University's literature specifically states that it does.
 - d) Verify the numbered order and Save your ordered choices before moving on.

10. Proceed to **Additional University Details** (Indicate which year ONLY IF you have previously applied. IF NOT, leave it blank)
11. **Document Upload** - here you can upload documentation that supports your application as required by your university choice(See the chart provided).
12. Complete and save **Other Academic Information**((NOTE: don't include JK/SK in the number of years)
13. Proceed to **Current High School Information and Grades**
 - a) Check for accuracy and **report any errors to Guidance immediately**. If you are taking ANY courses outside of regular day school (night, correspondence, on-line) please report this to Ms.Weymark ASAP.
 - b) Proceed to **Review and Submit**
14.
 - a) Review your information and correct any errors. Once your information is accurate, read the "Applicant's Declaration"
 - b) Select **I Verify and Agree** to proceed to payment. **Students should NOT select "I Verify and Agree" until they are sure of their University selections, as you will be required to pay for those selections.**
15.
 - a) Select your method of payment (**VISA/MasterCard/American Express or Online banking**). Be sure to read each payment method instructions carefully.
 - c) Select **Continue**
NOTE: Applications will not be processed until payment is received. Payment must be received within 2 weeks of the application date. If payment is received AFTER 2 weeks, the date on which the payment is received will be considered the date the application is received (In other words, it will be considered LATE!!).
15. **Print the screen displaying your 2022-XXX-XXX (OUAC reference number). DO NOT LOSE IT!** Any information that you forward to the universities OR to OUAC MUST contain this reference number. Note: If you are applying to the following Out-of-Province Universities (Acadia, Bishop's, B.C., Calgary, Concordia, Dalhousie, McGill, Saint Mary's, Simon Fraser, Victoria), you will need to enter your OUAC reference # on that application.
16. Use your username and password to access the on-line **Review and Change Your Completed Application** service once you have submitted and paid for your application. Here you can add and delete programs, change information and respond to University offers of admissions.
For any Drop & Add changes: All application choices will incur a charge, with the exception of dropping and adding a new choice (or reactivating the original choice) at the same University.

To access the Application Guide for more information, go to www.ouac.on.ca/guide/101-guide/

To access the Instructional Videos, go to: www.ouac.on.ca

Select **UNDERGRAD(101)**

Select **Watch How to Videos** (along right-hand side)

There are several videos, including how to make changes and how to respond to offers

You can also link your OSAP (Ontario Student Assistance Program) application to your COMPLETED OUAC application!

Go directly to the OSAP website, Ontario.ca/OSAP

Choose "Register".

Review and acknowledge the OSAP terms and conditions, then select "Next".

Link to College/University online application: Select "Yes" and then "Ontario Universities' Application Centre".

Click "Setup link to OUAC".

Log in using your OUAC username and password.

Read the consent form and select "Allow" to start linking your OUAC and OSAP accounts.

You will be returned to the OSAP site. Your status will display "linked"; however, the link is not complete until you receive your OSAP Access Number (OAN).

Click "Next" to complete the creation of your OSAP account.

Note: If you exit the OSAP registration process prior to receiving your OAN you will need to start the OSAP registration and OUAC link process from the beginning.

