



INSTRUCTIONS FOR APPLYING ONLINE FOR ONTARIO UNIVERSITY PROGRAMS

- Go to www.ouac.on.ca
- Click on **UNDERGRAD 101** (Current Ontario High School Students)
- Click on **Apply Now**
- The first time you log in, you will need to create an OUAC Profile. Click “create My OUAC Profile”. Fill in your personal information (you will need a valid email address). Create Username and Password (pay close attention to requirements – upper case, number, & symbol). **You will use this to apply to all OUAC applications.**
- Read the “Welcome” screen. Click **Continue**
- Confirm your identity by completing “My Access Codes” – **school number, student number and temporary PIN (case sensitive). Keep these codes, your username and your password for later use.** Do **not** lose or share these codes!
- Click **OK** to continue
- Add your personal and Contact Info (under **Application Links** – found on the left-hand side of your screen). Remember to complete/check Academic Background and Current High School Information and Grades. Some of this information may have been provided by STM – check for accuracy! Click **Proceed** if satisfied with the information.
- Select Your Programs. Make sure you have done your research and read all the information, **VERY CAREFULLY**. You can use the search option by Program Category or you may use the Fast Track option by entering the OUAC code.
- Review and submit your application. Read the Applicant’s Declaration. Click **“I Verify and Agree”**.
- Complete the **PAYMENT** screen. Choose the payment option. You will receive your OUAC Reference Number. **PRINT** the screen displaying your **OUAC Reference Number (2018-xxx-xxx)**. You will also receive an email indicating you have successfully submitted your application.



INFORMATION FOR STUDENTS APPLYING TO ONTARIO UNIVERSITIES



- PIN Numbers are now available to be picked up in Guidance.
- The deadline for Ontario secondary school students to submit their completed applications to OUAC is **JANUARY 17, 2018**.
- You can choose up to **three** initial choices – covered by the base application fee of **\$150**. Additional choices beyond the initial three may also be selected for an additional cost of **\$50 per choice**.
- You are **allowed a maximum of three program selections at any one university**, including affiliated colleges.
- Certain universities may further limit the number of choices at their institution.
- You must carefully **note the prerequisites for your university program choices** by referring to each specific university website, www.ouac.on.ca and www.electronicinfo.ca.
- The original application procedure will include the collection by the OUAC of all final grades from previous Grade 11 and 12 courses and a listing of all current year courses in progress. **It is your responsibility to verify that your current year courses (including any additional non-day STM courses) are correct.**
- All final semester one, mid-term semester two, and final semester two, grades will be submitted to the OUAC by our school.
- **It is your responsibility to provide our school with any mid-term or final marks from courses taken outside of day school.**
- The latest date by which you shall expect a response from an Ontario university is **MAY 29, 2018**. Such a response will be one of: i) an offer of admission; ii) a refusal; or iii) a deferral pending the receipt of specific additional information.
- The earliest date by which Ontario universities may require a response to an offer of admission & a financial commitment from an Ontario secondary student is **June 1, 2018**.
- You must make note of your access code (OUAC Reference Number and PIN) as you will need them to log on to “Review and Change Your Completed Application”.
- You should keep a folder to organize all your pertinent information required in the university application process.

The “Tutorials” found on the **OUAC 101 Application Homepage** are an excellent resource for you. The following tutorials are available: i) **Apply Online**; ii) **Review & Change Your Online Application**; iii) **Responding to Offers of Admission**.

APPLYING TO ONTARIO UNIVERSITIES

S.T.M. STUDENT CHECKLIST

- ~ Refer to www.electronicinfo.ca, www.ouac.on.ca and university websites, for program prerequisites

- ~ Have your **program choices** ready for your online application

- ~ Have a **valid e-mail account**

- ~ Know your correct **address and postal code**

- ~ Online application payment options:
 - **Credit card (VISA, MasterCard or American Express)**. You will need the card number, expiry date and CVV/CVC/CID number. Note: Prepaid credit cards are not accepted.

 - Online banking through **selected** Canadian banks and credit unions. You will receive a **bill payment account number** from the OUAC as soon as you submit your application.