

APPLYING TO UNIVERSITY IN ONTARIO VIA O.U.A.C Ontario Universities' Application Centre

DEADLINE TO SUBMIT FOR EQUAL CONSIDERATION IS JANUARY 11, 2012

Getting to the Website

- Log on to www.ouac.on.ca (Student Help Line is 519-823-1063)
- Yours is an **Undergraduate Application**
- Choose **(OUAC 101) Current Ontario Secondary School Students**
- Choose **101 Online Application**
- Choose **LOGIN**

Using Your Application Access Code Letter – You need to get this from Guidance

- Open your envelope and use the confidential form to enter the information to create your account:
 - Our School Number is - 804800
 - Your Student Number is on this form
 - Your PIN Number is on this form
 - Read the agreement and click **I understand.**
 - Click **Login now** – You should see: **Logged in as (your #)**

Browse/Select Programs

- Choose **Browse/ Select Programs**. There are 3 ways to begin your search:
 1. By University – see all first year programs available to high school graduates at that university
 2. By Geographic Area – see information regarding universities in an area (e.g. Southern Ontario)
 3. By Program Grouping – see all universities that offer a specific program (e.g. Nursing)
- Once you find a program of interest, scroll down and answer all of the fields and choose Add Program. This will hold the program, but does not add it automatically to your application
- Return to **SELECT PROGRAMS** and continue to add programs until you are ready to narrow your choices to the ones you would like to apply to.

Prepare Your Application

Once you have made your program choices, and you are ready to finalize your application, proceed to:

- **Program Choices** – Add, change or delete the choices you want.
- **Order Choices** – Prioritize the choices for yourself. If you choose more than one program at any university, be sure to prioritize these as well.
- **Personal Information** – Make any corrections, fill in blanks, authorize a parent/guidance counsellor as a contact, etc.
- **Address Information** – add the area code to your phone number, make any corrections (leave no spaces), and provide a **working email address**.
- **Additional Questions** – answer all 9 questions.
- **Academic Information** – make a guidance appointment if anything doesn't look right; **if you drop/add any course** to your existing timetable (including night school, online, change of high schools, summer school), **remind guidance to amend your application. This is crucial to your application status.** If you are planning to change courses for Semester 2, do it now – before your application is sent.

SUBMIT

- When your entire application is accurate, choose the submit tab at the top of the My Application screen. Review your entire application to ensure the information is accurate.
- Click **I Verify and Agree**

PAYMENT

- Send a credit card number over the internet, pay via internet or telephone OR write a cheque or money order made out to OUAC for the amount indicated on your completed application. By choosing the cheque or money order option, you will be prompted to print a remittance form. **This form must accompany your cheque or money order. Mail the form and payment to the address on the remittance form.** Remember, your application will not be processed until OUAC receives your payment.
- The 2012 fees are \$125 for 3 choices and \$42 for each additional choice

FINISH

- When you choose this button, a final page will appear that provides you with your **OUAC Reference Number**, and a statement you're your application was successfully transmitted. Please print this page for your records. The next time you log on, use this new information and go to Review and Change Your Application to see your work. February 7, 2012 is the recommended last date to make changes to your program choices.

PLEASE MAKE SURE THAT YOU:

- ✓ Give your PIN# and OUAC Reference # to Student Services to keep on file for your convenience at school. Keep these numbers for yourself in a safe place for any work on your application you might do from home or elsewhere.

Mark Your Calendar

November – High School Tutorials on how to apply

January 11 – Latest date to submit completed online application for equal consideration

February 7 – Recommended last day to make changes to your application

May 29 – Date by which the universities must respond to your applications

June 1 – Earliest date the universities can require a response from you, and a financial commitment

Please see Mrs. Quick or Mrs. Scattolon if you need additional help with your application.