

# **OUAC Student Workshop & Information Session**

**[www.ouac.ca](http://www.ouac.ca)**

# Step 1: Apply!

The screenshot displays the Ontario Universities' Application Centre website. At the top left is the logo and name "Ontario Universities' Application Centre". To the right are links for "ACCESSIBILITY" and "FRANÇAIS". A navigation bar contains "APPLICATIONS", "DEADLINES", "FEES", "FAQS", "EXTERNAL RESOURCES", "NEWS", and "SEARCH". Below this is a teal banner with the text "APPLY TO AN ONTARIO UNIVERSITY". The main content area features six colored boxes, each representing an application category. The "UNDERGRAD (101)" box is highlighted with a yellow circle. The "UNDERGRAD (105)" box is highlighted with a red circle. The "LAW" box is highlighted with a purple circle. The "REHAB SCIENCES" box is highlighted with an orange circle. The "TEACHING" box is highlighted with a blue circle. The "MEDICINE" box is highlighted with a green circle.

Ontario Universities' Application Centre

ACCESSIBILITY FRANÇAIS

APPLICATIONS DEADLINES FEES FAQS EXTERNAL RESOURCES NEWS SEARCH

APPLY TO AN ONTARIO UNIVERSITY

**UNDERGRAD (101)**  
Current Ontario high school students

**UNDERGRAD (105)**  
Canadian residents not attending an Ontario high school or international applicants

**LAW**  
Ontario Law School Application Service (OLSAS)

**REHAB SCIENCES**  
Ontario Rehabilitation Science Programs Application Service (ORPAS)

**TEACHING**

**MEDICINE**

Access the online application at:  
**[www.ouac.on.ca](http://www.ouac.on.ca)**

# Let's Get Started!

The screenshot shows the OUAC 101 website interface. At the top, there is a navigation bar with tabs for APPLICATIONS, DEADLINES, FEES, FAQs, EXTERNAL RESOURCES, NEWS, and a SEARCH bar. Below the navigation bar, the main heading reads "APPLY TO AN UNDERGRADUATE PROGRAM For applicants currently attending an Ontario high school". To the right, the text "OUAC 101" is prominently displayed. Below the heading, there is a breadcrumb trail: "Home » Current Ontario High School Students (101)". A section titled "Is this the right application for me?" contains the text: "Answer a **few short questions** to make sure you're applying with the right application. Or [review the 101 criteria](#)." Below this text are two buttons: "APPLY NOW" (highlighted with a yellow circle) and "BROWSE PROGRAMS". Further down, there is a link: "Log in or [create your OUAC profile](#) for fall 2017 entry. [How to apply](#)." On the right side, there is a "NEWS & REMINDERS" section with the text: "Start Your Research with eINFO The only resource updated directly by the Ontario universities. Check out eINFO." Below that is a "101 RESOURCES" section with a list of links: "Application Guide", "101 Browse Programs", "101 - How-to Videos", "101 Common Questions", "Links to Ontario Universities", "eINFO Website", and "University Information Program". At the bottom left, there is an "Application Guide" section with the text: "Read the complete guide for applying to an Ontario university." Below this are three sub-sections: "General Information" (with links for Important Dates, About 101, Applicant Requirements and Responsibilities), "Application Instructions" (with links for Personal Information, Contact Information, Academic Background, and Program Choices), and "Ontario University Information".

Access the online application directly at:  
**[www.ouac.on.ca/ouac-101](http://www.ouac.on.ca/ouac-101)**



# Logging In For the First Time

Ontario Universities' Application Centre

Français Print

search

Ontario Secondary School Application (101)

Log In

\* Required field

\* Username

[Recover your username](#)

\* Password

[Request a temporary password.](#)

**Create Profile**

Is this your first time filling out an Ontario university application? [Create My OUAC Profile](#)

**What's an OUAC Profile?**

If you have applied through the OUAC any time after August 2016, you should have an OUAC profile. This will be the username and password you set up the first time you applied.

The first time you log in:

You will need to create an OUAC Profile.

# Your OUAC Profile

**Create My OUAC Profile**

\* Required field

\* **First Name**

**Middle Name(s)**

\* **Last Name/Family Name**

\* **Date of Birth (Format: yyyy-mm-dd)**

\* **Email Address**

\* **Confirm Email**

**Create a Username and Password**

Keep these for your records. You will use this username and password to apply to all OUAC applications from now on.

**Note:** Create a username that is personal and that you can remember. We recommend that you do not use any previous OUAC identification numbers (e.g. an old OUAC Reference Number or IT number).

\* **Username**

\* **Password**

\* **Confirm Password**

**Terms and Conditions**

By clicking "Create My OUAC Profile", you accept the following terms and conditions:

## Create Your Username and Password

Create a username that is easy for you to remember. You will use it to apply to all OUAC applications from now on.

# Welcome and Access Codes

The screenshot shows the Ontario Universities' Application Centre (OUAC) website. At the top, there is a blue header with the OUAC logo and the text "Ontario Universities' Application Centre". To the right of the header, there are links for "Français" and "Print", and a search bar. Below the header is a banner image featuring a smiling young woman and various university buildings. The main content area is titled "101 Application - My OUAC Profile" and "Ontario Secondary School Application (101)". A "Welcome" message is displayed, followed by a paragraph stating that the application is for current Ontario high school students. A list of helpful tips is provided, including instructions on how to use the application and when to submit it. The "My Access Codes" section is highlighted, showing three required fields: "School Number", "Student Number", and "Temporary PIN", each with an input box. A "Save" button is located at the bottom of this section. On the left side of the page, there is a navigation menu with links for "Secondary 2017", "Application Links", and "Help Links".

Ontario Universities' Application Centre

Français Print

search

101 Application - My OUAC Profile

## Ontario Secondary School Application (101)

### Welcome

This application is only for current Ontario high school students who are applying to start undergraduate study in 2017.

If you have chosen the wrong school, you can change your school.

#### Here are some helpful tips:

- You will need your Application Number. Please see your guide for more information.
- Use the "Application" link in any of our social media channels.
- Click "Review and Submit" when you are ready to submit your application.
- Before you submit your application, review and/or change your information.
- After 20 minutes of inactivity, your application will be saved. Please be advised that you will lose any unsaved information.

#### Your OUAC Reference Number

You will be assigned an OUAC Reference Number when you create your profile.

#### My Access Codes

Required field

- School Number
- Student Number
- Temporary PIN

Save

Review the helpful tips on the Welcome page and enter your access codes provided by your guidance counsellor to start your online application.

# Navigating the 101 Online Application

101 Application - Personal Information

## Ontario Secondary School Application (101)

### Personal Information

[Help](#)

\* Required fields

Your Name and Contact Information

Title  
Choose ▾

\* First Name (Legal Given Name)  
? Andrea

Middle Name(s)  
?

\* Last Name/Family Name  
? Patterson

Preferred/Commonly Used Name  
?

Former Last Name/Family Name  
?

Gender  
Choose ▾

\* Date of Birth (Format: yyyy-mm-dd)  
? 1999-06-14

\* Status in Canada (at time of applying)  
?  Canadian Citizen  
 Permanent Resident  
 Study Permit  
 Diplomatic  
 Convention Refugee (Protected Person)  
 Visitor

Secondary 2017

Total Owning  
\$150.00 CAN  
[Fee Details](#)

You are logged in as:  
andrea12321  
[Log Out](#)

- ★ My OUAC Profile
- ★ My OUAC Financial Account

Application Links

- ★ Welcome
- ★ Personal Information
- ★ Contact Information
- ★ Academic Background
- ★ Browse Programs
- ★ Program Choices
- ★ Additional University Details
- ★ Other Information
- ★ Current High School Information and Grades
- ★ Review and Submit

Help Links

- ? Info
- ? About 101
- ? OUAC & Privacy
- ? Applicant Responsibilities
- ? Contact Info

“Help” links are located on most of the application screens or on the fields themselves.



# Add Personal and Contact Info

101 Application » Personal Information

**Ontario Secondary School Application (101)**

Personal Information

[Help](#)

\* Required field

Your Name and Other Personal Information

Title

\* First Name (Legal Given Name)

Middle Name(s)

\* Last Name/Family Name

Preferred/Commonly Used Name

Former Last Name/Family Name

Gender

\* Date of Birth (Format: yyyy-mm-dd)

\* Status in Canada (at time of applying)  
 Canadian Citizen  
 Permanent Resident  
 Study Permit  
 Diplomatic  
 Convention Refugee (Protected Person)  
 Visitor  
 No Status

\* Country of Citizenship

If not born in Canada, date of entry into Canada (format: yyyy-mm)

Secondary 2017

Total Owing  
\$0.00 CAN  
[Fee Details](#)

You are logged in as:  
Maryundergrad  
[Log Out](#)

My OUAC Profile  
My OUAC Financial Account

Application Links

- Welcome
- Personal Information
- Contact Information
- Academic Background
- Browse Programs
- Program Choices
- Additional University Details
- Other Information
- Current High School Information and Grades
- Review and Submit

101 Application » Contact Information

**Ontario Secondary School Application (101)**

Contact Information

Home address, mailing address and 1 phone number are required.

My Email	Actions
myemail@email.com	<a href="#">Change</a>

[Add](#)

My Addresses	Address Type	Actions
No information available.		

[Add](#)

My Telephone Numbers	Telephone Type	Actions
No information available.		

Proceed to [Academic Background](#) if you are satisfied with this information



# Select Your Programs

Ontario Universities' Application Centre

101 Application » Browse Programs » Select Programs

## Ontario Secondary School Application (101)

### Select Programs

You may browse through program information using one of the starting points listed below:

**Program Category**

- [By University](#)
- [By Geographic Area](#)
- [By Program Grouping](#)

**Fast Track**

If you have done your research and know exactly which program codes you would like to add, enter the codes here:

★ Program Code

Secondary 2017

Total Owing  
\$150.00 CAN  
[Fee Details](#)

Logged in as:  
andrea12321  
[Log Out](#)

- ★ Academic Background
- ★ **Browse Programs**
- ★ Program Choices
- ★ Additional University Details

Enter an OUAC code to use the Fast Track option.

These are the search options.

# Once You've Selected a Program

Complete the program details for each program selected.

The screenshot displays the 'Ontario Secondary School Application (101)' interface. The left sidebar contains navigation links like '101 Application', 'Browse Programs', and 'Select Programs - Lakehead University'. The main content area is titled 'Select Programs - Lakehead University' and includes a link to 'Review the Lakehead University requirements'. Below this, there is a paragraph describing the university's offerings in Thunder Bay and Orillia. A callout box with a blue background and white text points to the 'Admission Requirements' link, stating 'View Admission Requirements for this program'. The right sidebar shows 'Program Details - Accounting' with a list of requirements: Bachelor of Commerce (BComm), co-operative education, and specific admission requirements (OSS) including ENG4U, MHF4U, and additional math courses. A 'University of Guelph' logo is visible in the bottom right corner of the page.

[101 Application](#) » [Browse Programs](#) » Select Programs - Lakehead University

## Ontario Secondary School Application (101)

### Select Programs - Lakehead University

[Review the Lakehead University requirements](#)

Visit [Lakehead University](#)

With two campuses in Thunder Bay and Orillia, Lakehead University offers a diverse range of highly recognized programs, acclaimed for their use of the latest learning technology, all nestled in the beautiful surroundings of the city of Orillia. From all around the world choose to study at Lakehead University, more about Canada's #1 Value-Added University. Visit [Lakehead University](#) to learn more about the offerings available.

Course selection information  
Please contact Enrollment Services at 705-748-1000

Enrolment Services  
Lakehead University  
955 Oliver Road  
Thunder Bay, ON  
P7B 5E1  
T 800-387-2222

[Admission Requirements](#)

[University of Guelph-Humber](#)

- Bachelor of Commerce (BComm)
- Program is also available by co-operative education.

**SPECIFIC PROGRAM ADMISSION REQUIREMENTS (OSS):**

- ENG4U, MHF4U, one additional 4U Math, three additional 4U or 4M courses. Students deficient in math will not be considered for BComm specializations.

**Program Details - Accounting**

Complete the details requested in the following form.

**UNIVERSITY OF GUELPH**

Program Details	
Institution	University of Guelph
Program Code	GBK
Program Title	

View Admission Requirements for this program



# Order Your Choices

**Program Choices**

[Add Program](#)

Choice Number	Program Code	Program Title	Actions
01 ▾	GBK	University of Guelph Accounting	<a href="#">Change</a> <a href="#">Delete</a>
02 ▾	TLA	University of Toronto Architectural Studies (BA)	<a href="#">Change</a> <a href="#">Delete</a>

**Order Your Choices**

To rank your program selections in order of preference, you can either drag and drop your choices or manually change the numbers under the "Choice Number" column.

[Save Ordered Choices](#)

---

[Add Program](#) to your application  
Proceed to [Additional University Details](#) if you

The choice order does not affect scholarship or admission consideration **unless** a university's literature specifically states that it does.



# Fees

**Secondary 2017**

Total Owning  
\$150.00 CAN  
[Fee Details](#)

You are logged in as  
andrea12321  
[Log Out](#)

- ★ My OUAC Profile
- ★ My OUAC Financial Account

**Application Links**

- ★ Welcome
- ★ Personal Information
- ★ Contact Information
- ★ Academic Background
- ★ Browse Programs
- ★ **Program Choices**
- ★ Additional University Details
- ★ Other Information
- ★ Current High School Information and Grades
- ★ Review and Submit

**Help Links**

101 Application > Program Choices

## Ontario Secondary School Application (101)

### Program Choices

[Add Program](#)

Choice Number	Program Code	Program Title	Actions
01	GBK	University of Guelph Accounting	<a href="#">Change</a> <a href="#">Delete</a>
02	TLA	University of Toronto Architectural Studies (BA)	<a href="#">Change</a> <a href="#">Delete</a>
03		Algoma University English	<a href="#">Change</a> <a href="#">Delete</a>

**Order Your Choices**

To rank your choices

[Save Order](#)

[Add Program](#)  
Proceed to

drop your

on

The cost is \$150 for the first 3 university/program choices and \$50 for each additional choice.

# Answer Questions

Complete the Additional University Details and questions in Other Information

### Additional University Details

★ Required field

**Algoma University**

Previous Year Applied

**Ryerson University**

Previous Year Applied

**Trent University**

Previous Year Applied

### Other Information

★ Required field

**Other Information**

My total number of years in Ontario high schools (including current school year)

My total number of years in a Canadian school system

My total number of years in an English-language school system outside of Canada

In which country?

My International Baccalaureate (IB) program type (if applicable)

I intend to write (or have already written) an Advanced Placement Exam by June of the current school year

AP exams are administered by The College Board in the United States.

? Yes  
 No



# Paying for Your Application

You can pay by the following methods:

**1. VISA/MasterCard/American Express:**

You will need the card number, expiry date and CVV/CVC/CID number.

**2. Online Banking:**

You will receive a bill payment account number from the OUAC when you submit your application.



# Paying for Your Application

**Payment Options**

Credit Card (VISA, MasterCard or American Express)

Prepaid credit cards and VISA debit cards are not accepted.  
**Important:** Do not click the "Back" button in your browser after you submit your credit card payment.

▼ More

- **Important:** Do not click "Back" after you submit your credit card payment.
- The OUAC accepts MasterCard, VISA or American Express. **Note:** A CVD is required. ([What is a CVD?](#))
- The OUAC cannot process credit card payments over the telephone. Prepaid credit cards and VISA debit cards are not accepted.
- If your credit card is declined or invalid, the application will not be processed.
- When you click "Continue", you will be directed to a secure third party processing. When your credit card transaction is complete, you will be returned to your application. You will then be emailed copy of your credit card statement.

Once you choose your method of payment and click "Continue", you will receive your OUAC Reference Number.

The OUAC cannot process your application without the application fee.



# Finishing

- ❑ Print the screen displaying your **OUAC Reference Number** (2021-XXXXXX) and further instructions; it's the screen after the final "Submit" step.
- ❑ Store your OUAC Reference Number, as you will need to include this number when communicating with the OUAC and the universities.

Complete

OUAC Reference Number: 2018-027421

Important: Do not click "Back in your browser after you submit your credit card payment.

Confirmation Number: 13479





# OSAP

- *You are able to apply for OSAP at the same time as you apply to University*
- *Through OUAC*
- *Find a button at the bottom of the application*

*Why apply now?*

*Setting up a link allows certain profile fields and program specific information to be prefilled with information from your OUAC profile*

# After Applying...

- The Universities
  - Will establish contact with you **via email**
  - Will let you know your status
  - Will communicate any next steps, extra requirements, financial information
  - Will offer admission