



BSS Guidance Department: Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

www.ouac.on.ca/undergrad-guide



UNDERGRAD



LAW



MEDICINE



REHAB



TEACHER ED



Ontario Universities'
Application Centre

Step 1:

Research Your University Options

- Visit **OUIInfo** (www.ontariouniversitiesinfo.ca) to find what each university has to offer.
- Read the **Undergraduate Application Guide** (available at www.ouac.on.ca/undergrad-guide) for up-to-date information about universities and programs.
- Check out university publications and websites.
- Talk to counsellors, family, teachers and friends.
- Write down your program choices and codes and keep them handy.
- Join the Gr12 Guidance Google Classroom [qgy6heq](#)

Step 2: Get Your OEN

You will need your Ontario Education Number (OEN) to apply.

The OEN is a 9-digit, unique identification number assigned to elementary and high school students across the province.

You can find your OEN on your report card. On October 10, the school board will be emailing to student GAPPS their OEN and school mident number.

Step 3: Mark Your Calendar

- **Late September 2023:** The Undergraduate Application opens.
- **October 11, 2023:** Post-Secondary Fair 6:30-8:30pm at Richmond Green SS
- **November 9, 2023:** First data transmission
- **November 9, 2023:** Post-Secondary Fair 6-8pm at Stephen Lewis SS
- **November 17, 2023:** Midterm marks transmission
- **November 29, 2023:** Full Disclosure
- **January 15, 2024:** Deadline to submit your completed application to the OUAC for equal consideration.

Mark Your Calendar - Continued

- **February 15, 2024:** Deadline for the OUAC to receive all final grades available for 4U/M courses and current full-year grades for 4U/M courses from Ontario high schools.
- **April 25, 2024:** Deadline for Ontario high schools to report all midterm or final grades available for 4U/M courses and interim grades for full-year courses to the OUAC. The OUAC will send the grades we receive before the deadline to Ontario universities when they are received.
- **May 29, 2024:** Last day you can expect a response from an Ontario university if you applied by the January 15 deadline.
- **June 3, 2024:** The earliest day you may be required to respond to an offer and give a financial commitment (e.g., registration or residence deposit).
- **July 4, 2024:** Deadline for the OUAC to receive all final grades for 4U/M courses from Ontario high schools.

Step 4: Apply!



Ready to Apply?

Once you've decided which programs you're interested in, it's time to start your application to Ontario's universities.

Apply Now



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Access the application at:
www.ouac.on.ca

Creating an Account For the First Time

The image shows a web interface with two main sections: 'Log In' and 'Create Account'. The 'Log In' section has a 'Username' field with a help icon and '(required)' label, a 'Recover your username' link, a 'Password' field with a toggle icon and '(required)' label, and a 'Forgot your password?' link. The 'Create Account' section has a 'Notes' section with three bullet points and a 'Create My Account' button highlighted with a yellow oval.

Log In

Username  (required)

[Recover your username](#)

Password (required)

[Forgot your password?](#)

Create Account

Notes:

- You will use your username and password in all OUAC applications.
- Do not create more than 1 account.
- Do not use an account created by someone else.

[Create My Account](#)

The first time you log in, you will need to create an account.

The Hub

The screenshot displays the 'My Undergraduate Hub' interface. At the top left is the QUAC logo and name. On the top right are four navigation icons: HUB (a network icon), MESSAGES (an envelope icon), MY FEES (a dollar sign icon), and PROFILE (a person icon). Below the navigation is a dark grey header with the text 'My Undergraduate Hub' and a network icon. The main content area features a large banner with a gravel background and a yellow stripe. The text 'START HERE' is written in large, bold, white letters. Below this is a blue button with the text 'Start Application'. To the right of the banner is a 'My Recent Messages' section showing 'No messages' and an 'FAQs' section. At the bottom is a red navigation bar with five buttons: 'Help Links' (with a question mark icon), 'Contact Us' (with a speech bubble icon), 'Application Guide' (with a document icon), 'My Responsibilities' (with a checklist icon), and 'Privacy' (with a padlock icon).

The Hub is where you can access the different parts of your application and your Message Centre, and find a summary of the information you have added.

Welcome Page

The screenshot shows the QUAC Ontario Universities' Application Centre interface. At the top left is the QUAC logo and name. At the top right are navigation icons for HUB, MESSAGES, MY FEES, and PROFILE. Below the navigation is a breadcrumb trail: Home > Undergraduate > Welcome. The main content area is divided into three columns. The left column features a graduation cap icon, the text 'UNDERGRADUATE', and a 'Quick Links' section with a 'Welcome' button. The middle column is titled 'Welcome Timothy!' and contains a list of helpful tips: 'Review the Undergraduate Application Guide and FAQs.', 'Watch the How-to Videos for step-by-step instructions.', and 'Check the Message Centre often for updates and reminders.'. Below these tips is a section titled 'Saving Your Application Information' with instructions to click 'NEXT' to save information and a note about logging out after 20 minutes of inactivity. The right column is titled 'Application Status' and shows two steps: '1 My Personal Details Not started' and '2 My Background Not started'. A callout box on the right side of the page contains the text: 'Review the helpful tips on the Welcome page.'

QUAC Ontario Universities' Application Centre

HUB MESSAGES MY FEES PROFILE

Home > Undergraduate > Welcome

UNDERGRADUATE

Quick Links

Welcome

Welcome Timothy!

Here are some helpful tips to get you started:

- [Review the Undergraduate Application Guide and FAQs.](#)
- [Watch the How-to Videos for step-by-step instructions.](#)
- [Check the Message Centre often for updates and reminders.](#)

Saving Your Application Information
Click "NEXT" on each page to save your information and continue.

Before you submit your application, you can log out and return to review and edit the information you have saved.

Note: After 20 minutes of inactivity, you will automatically be logged out of your application and your changes will not be saved.

Application Status

- 1 My Personal Details
Not started
- 2 My Background
Not started

Review the helpful tips on the Welcome page.

Navigating the Application

The screenshot displays the OUAC Ontario Universities' Application Centre interface. At the top, the logo and name are on the left, and navigation icons for HUB, MESSAGES, MY FEES, and PROFILE are on the right. A breadcrumb trail shows the user is in 'Undergraduate' > 'My Personal Details' > 'The Basics'. The left sidebar, highlighted with a yellow bracket, contains 'UNDERGRADUATE' with a graduation cap icon, 'Quick Links' for 'Welcome', 'My Personal Details' (selected), and 'The Basics'. The main content area, also bracketed in yellow, is titled 'The Basics' and includes a 'Help' button. The 'Name' section contains instructions and fields for 'First/Given Name' (Timothy), 'Middle Name(s)' (Allen), 'Last/Family Name' (Smith), and 'Former Last Name/Family Name'. A question about preferred name for correspondence is also present. The 'Other Personal Information' section includes 'Date of Birth' (Year: 20, Month: July, Day: 16) and 'Gender' (Choose).

My Personal Details

My Personal Details

The Basics

Citizenship and
Language

Applicant Diversity
Census

➔ Contact Details

Contact Details

Address

Home Address
11 Leaner Street
Belleville, Ontario, N1G5E2
Canada



Mailing Address
11 Leaner Street
Belleville, Ontario, N1G5E2
Canada



Telephone

Mobile
5555555555

+ Add Telephone

You are not able to submit your application until you verify your email address.

Email Address

Email has not been verified



My Background – Education

Education

[Help](#)

Provide information about **all** institutions where you have registered in 1 or more high schools. Institutions include, but are not limited to, regular day schools, private schools, and home schools.

Have you attended a postsecondary institution? (required)



Yes

No

High School

You do not need to include institutions where your home high school registers you for dual credit, Specialist High Skills Major, e-learning through a consortium.

Bayside Secondary School Belleville
Belleville - ON
2020-09 to 2024-06



[+ High School](#)

Provide information about **all** institutions where you registered in 1 or more high school courses.

Provide information about postsecondary courses you took as part of an enrichment or dual credit program.

My Background – Tell Us More

Have you already achieved your Ontario Secondary School Diploma (OSSD), or will you achieve it by the end of the current school year? (required)

Yes
 No

Ontario Education Number (OEN) ? (required)

Ontario Education Number (OEN): Required field.

Your total number of years in an English-language school system outside of Canada (required)
If this question does not apply to you, choose "Not Applicable".

Not Applicable

In which country?

Choose

Do you intend to write (or have you already written) an Advanced Placement exam by June of the current school year? ?

Choose

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

Choose

The form is displayed in a window with a close button (x) and a scroll bar on the right. A callout box is overlaid on the right side of the form.

Some fields are required. Select "Yes" to indicate you will achieve your OSSD, then add your OEN.

My Choices

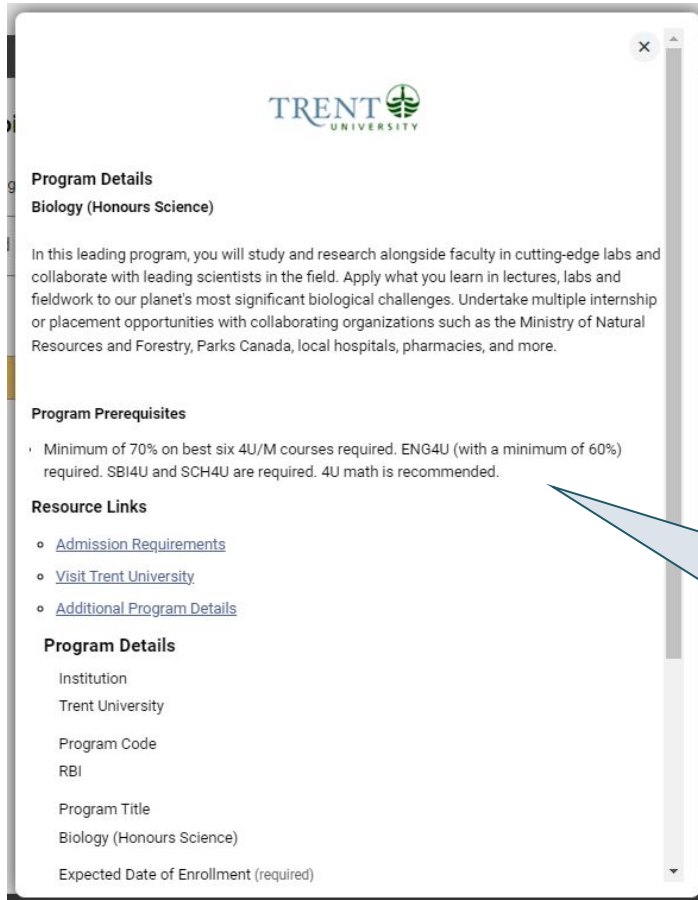
The screenshot displays a grid of university logos and names. In the top right corner, there are two filter options: [By Geographic Area](#) and [By Program Code](#). The grid contains the following entries:

- Algoma University
- Brock University
- Carleton University
- University of Guelph
- University of Guelph-Humber
- Lakehead University
- Laurentian University / Université de Hearst
- McMaster University
- OCAD University
- Université de l'Ontario français
- Ontario Tech University
- University of Ottawa / Saint Paul University

You can search for programs by university, geographic area or program code.

After You Have Selected a Program

Complete the program details for each program selected.



TRENT UNIVERSITY

Program Details
Biology (Honours Science)

In this leading program, you will study and research alongside faculty in cutting-edge labs and collaborate with leading scientists in the field. Apply what you learn in lectures, labs and fieldwork to our planet's most significant biological challenges. Undertake multiple internship or placement opportunities with collaborating organizations such as the Ministry of Natural Resources and Forestry, Parks Canada, local hospitals, pharmacies, and more.

Program Prerequisites

- Minimum of 70% on best six 4U/M courses required. ENG4U (with a minimum of 60%) required. SBI4U and SCH4U are required. 4U math is recommended.

Resource Links

- [Admission Requirements](#)
- [Visit Trent University](#)
- [Additional Program Details](#)

Program Details

Institution
Trent University

Program Code
RBI

Program Title
Biology (Honours Science)

Expected Date of Enrollment (required)

View the admission requirements for the program.

Order Your Choices

My Choices

You can drag and drop or manually change the Choice Number to rank your choices.

+ Add Program

Active Choice

Choice Number: 01

Trent University - Biology (Honours Science)

Program Code: RBI
Expected Date of Enrollment: 2024 Fall (September)
Expected Course Enrollment: Full-Time
Year Level: First Year

Active Choice

Choice Number: 02

University of Ottawa - UO: Biologie

Program Code: OZU
Expected Date of Enrollment: 2024 Fall (September)
Expected Course Enrollment: Full-Time
Co-op: Yes
Year Level: First Year

Active Choice

Choice Number: 03

Wilfrid Laurier University - Biology (BSc) Programs, Waterloo Campus

Program Code: UE
Expected Date of Enrollment: 2024 Fall (September)
Expected Course Enrollment: Full-Time
Subject of Major Interest: Biology
Year Level: First Year

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

Academic Information

Monitor and report errors to your guidance counsellor.

Academic Information

You will see all academic information, including grades, sent by your high school submitting your application.

Back Next

Academic Information

Carefully review the academic information your high school has provided to the

✓ **Academic Information Received**

Bayside Secondary School Belleville
Status: Academic Information Received
Date Received: Aug 14, 2023

Your high school provides us with your academic data throughout the school year.

- Review your academic information carefully and inform your guidance counsellor if changes are required.
- Only your Grade 11 and 12 courses are reported to the OUAC. Your Grade 9 and 10 courses are not listed.

My High School Information

MIDENT
893803

School Name
Bayside Secondary School Belleville

Diploma Status
Will achieve OSSD by end of current school year (OSS)

OSSD Issue Date

Literacy Requirement
N/A

Community Involvement
Not Reported

This screen is read-only.


Document Upload

Documents

Proof of Canadian Citizenship -

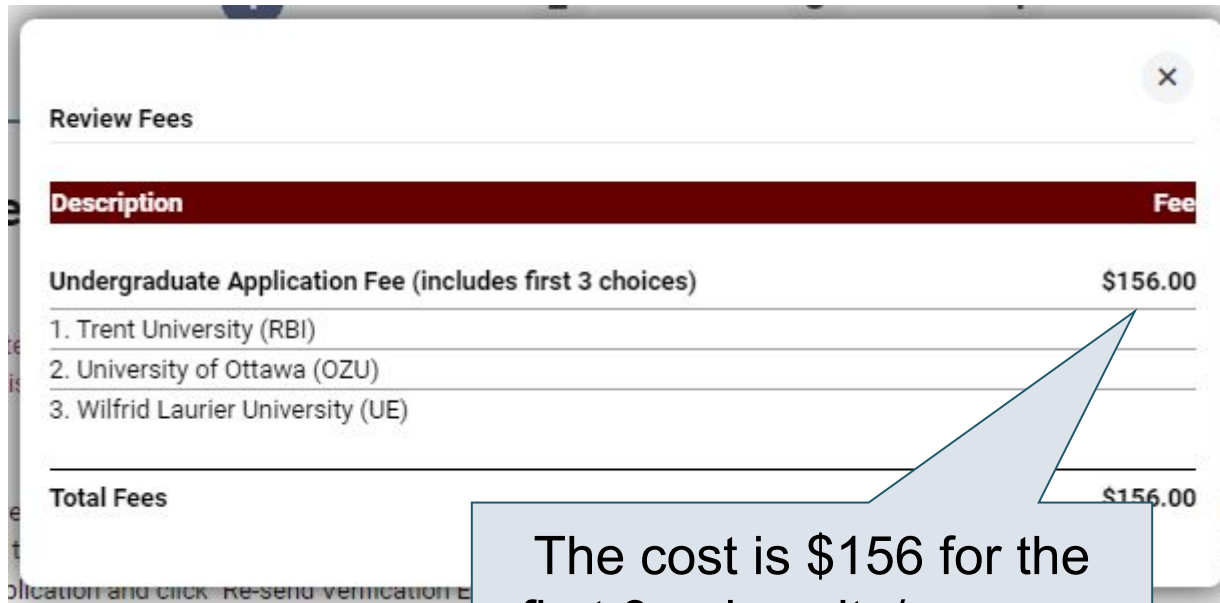
Documents you can upload to confirm your status of Canadian citizen:

- Canadian passport OR
- Canadian birth certificate + government-issued photo identification

 Upload a Document

You can upload documents that support your application, as specified by your university choices.

Fees



The screenshot shows a 'Review Fees' window with a table of fees. The table has two columns: 'Description' and 'Fee'. The first row is 'Undergraduate Application Fee (includes first 3 choices)' with a fee of '\$156.00'. Below this, three universities are listed: '1. Trent University (RBI)', '2. University of Ottawa (OZU)', and '3. Wilfrid Laurier University (UE)'. At the bottom, the 'Total Fees' are listed as '\$156.00'. A callout box points to the \$156.00 fee.

Description	Fee
Undergraduate Application Fee (includes first 3 choices)	\$156.00
1. Trent University (RBI)	
2. University of Ottawa (OZU)	
3. Wilfrid Laurier University (UE)	
Total Fees	\$156.00

The cost is \$156 for the first 3 university/program choices and \$50 for each additional choice.

Review and Payment

1 ——— 2 ——— 3 ——— 4

Review Summary Applicant's Declaration Payment Confirmation


Review Summary

You are steps away from sending your information to the universities you chose.
Review this application summary to ensure all your information is correct.

Warnings

- Make sure you entered your name correctly. Do not use all capital or all lower case letters.
- Please return to [My Choices](#) -- You did not provide previous university history for the following institutions:
 - University of Ottawa
 - Trent University
 - Wilfrid Laurier University

My Personal Details

✓ ✗ 

The Basics	Contact Details
Full Name Timothy Allen Smith	Home Address 11 Leaner Street Belleville, Ontario, N1G5E2, Canada
Former Last Name/Family Name	Mailing Address 11 Leaner Street Belleville, Ontario, N1G5E2, Canada
What name do you prefer to be called in university correspondence?	

Paying for Your Application




1 — 2 — **3** — 4
Review Summary — Applicant's Declaration — **Payment** — Confirmation


Payment


Review Fees


Description	Fee
Undergraduate Application Fee (includes first 3 choices)	\$156.00
1. Trent University (RBI)	
2. University of Ottawa (OZU)	
3. Wilfrid Laurier University (UE)	
Total Fees	\$156.00

Choose Payment Method

Credit or Debit/Credit Card   

Online Banking 

International Banking (Flywire) 

Third-Party Voucher Code 

Total Owing \$156.00

Previous: Applicant's Declaration Next: Enter payment details

Once you choose your method of payment and click “Pay”, you will receive your OUAC Reference Number.


The OUAC cannot process your application without the application fee.

Submitting Your Application

- On the Complete page, print the screen displaying your OUAC Reference Number (2024-XXXXXX) and instructions. You will also receive an email.
- Record your OUAC Reference Number, as you will need to include it when communicating with the OUAC and the universities.

Complete

You are now logged out of your account.

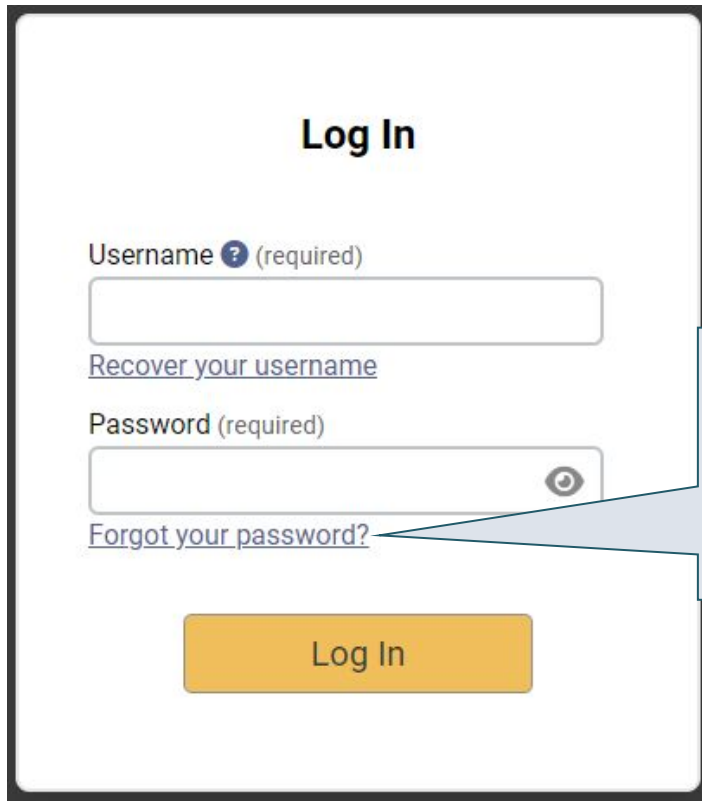


Timothy Smith, your application has been submitted.
Your OUAC Reference Number is: **2024-010077**
All fees are non-refundable.


What Now?

- You will receive an email with your confirmation number that outlines your next steps.
- Applications are sent to the universities in the mornings, Monday to Friday.
- Check your Hub for updates.

Reset Your Password



Log In

Username  (required)

[Recover your username](#)

Password (required)

[Forgot your password?](#)

Log In

If you forget your password, click “Forgot your password?” on the Log In page.

Need Help?

Read the FAQ section on our website at: www.ouac.on.ca/faq.

Contact us:

OUAC

170 Research Lane

Guelph ON N1G 5E2

Telephone: 519-823-1063

Fax: 519-823-5232

Email: undergrad@ouac.on.ca

Website: www.ouac.on.ca/undergrad-guide

After Submitting Your Application

The OUAC manages the application and acceptance process.

It does not:

- Inform students of **Non-Academic Criteria**, such as extra-curricular profiles, online interviews, portfolios or auditions. Student responsibility to see if a requirement.
- Inform students of **English Proficiency** requirements. Student must review each school's requirements.
- The OUAC does not process these programs or admission requirements. It is up to students to ensure that they meet these requirements.

Note: Universities inform students if they **MUST** meet these requirements, **not** OUAC. It is up to applicants to check their applicant status on each university's portal.

English Proficiency Requirements

Applicants may be asked to provide proof of English proficiency if you have not been in a Canadian school system for the last four years or you have been in a school system where English is NOT the primary language spoken.

Universities have the **RIGHT** to request proof of English proficiency for any student whose first language is not English.

It is **YOUR** responsibility to ensure you meet the English proficiency requirements for each university. The required score on these tests vary from one university to another.

If you have taken an ESL course in high school, you should be prepared to provide English proficiency results.

Offers of Admission

Offers of Admission will come through the OUAC and from universities via their portals. Offers must be accepted through the OUAC by June 3, 2024.

When you accept an offer, you will receive a **Confirmation Number**. If you don't, you have not successfully submitted your acceptance.

If you accept another offer, the last offer that you accept will be the valid one. Other offers you previously accepted will be cancelled. You cannot go back.

It is better to hold onto all offers until you have made firm decisions about them.

Conditional Offers

When you receive an offer, you must **carefully review the conditions** that may come with the offer and be confident that you will meet those conditions by the end of June.

Bear in mind that all Offers of Admission expire on **June 3, 2023**, but you will not know your final Semester 2 marks until the **END** of June.

If your conditions are dependent on Semester 2 courses, you **MUST** be certain that you will meet those conditions.

Community Involvement, OSSLT & Online Asynchronous

Community Involvement:

- Graduating students must complete 40 hours of community involvement
- Completion of hours will be shown on OUAC in the FINAL submission in July.

OSSLT:

- Graduating students have to complete the literacy test for graduation or take the OLC course.

Online Asynchronous:

- Graduating students have to complete 2 online asynchronous courses
- If you have not completed this you need to fill out the Opt Out form and return it to Ms. Chen in Guidance. The form is on the Guidance Page of the school website

Diploma Requirements	Total Required	Earned This Report	Earned to Date
Compulsory Credits	18	3	15
English (1 credit per grade)	4	1	2
French as a second language	1	0	1
Mathematics (1 credit in Grade 11 or 12)	3	0	2
Science	2	1	2
Canadian history (Grade 10)	1	0	1
Canadian geography (Grade 9)	1	0	1
The arts	1	0	1
Health and physical education	1	0	1
Civics and citizenship	0.5	0	0.5
Career studies	0.5	0	0.5
Group 1			
English	1	0	1
French as a second language			
Classical studies and international languages			
Guidance and career education			
Canadian and world studies Native languages Social sciences and humanities Cooperative education American sign language as a second language First Nations, Métis, and Inuit studies			
Group 2			
Health and physical education	1	1	1
The arts			
French as a second language			
Group 3			
Science (Grade 11 or 12)	1	0	1
Technological education			
French as a second language			
Optional Credits	12	4	7
Total Credits Required for Graduation	30	7	22
Community Involvement	40 hours	0	40
Online Learning Graduation Requirement N/A <input type="checkbox"/>	2	0	1
Specialist High Skills Major			
Ontario Secondary School Literacy Graduation Requirement		Completed <input checked="" type="checkbox"/>	
For School Use			



IB & AP Transfer Credits

Students must review the policies of each university and program. Policies will vary!

One way to look up the info is visit [OUInfo](#) and the program requirement you have accepted.

Both are considered for *Transfer Credits*.

A maximum of three *Transfer Credits* **may** be granted in IB *HL* courses with a final score of 5 or greater.