



# Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

[www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)



UNDERGRAD



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Ontario Universities'  
Application Centre

# Upcoming Events:

- **October 1, 2023** from 2-6 p.m. - *Study and Go Abroad Fair* - Metro Toronto Convention Centre
- **October 21 and 22, 2023** from 10:00 a.m. to 5 p.m. – *Ontario Universities Fair* - Metro Toronto Convention Centre
- **October 18, 2023** from 5 p.m. to 9 p.m. and **October 19, 2023** from 9 a.m. to 2 p.m. – *Ontario Colleges Fair* - Enercare Centre
- **October 26, 2023** – *Post-secondary Fair*, Hodan Nalayeh Secondary School, 3:30 p.m. to 6:30 p.m.
- **November 15 and 16, 2023** - Level Up Apprenticeship Fair, International Centre (Mississauga, ON)
- **November 18, 2023** from 12:00-5:00 p.m. – *Student Life Expo* - Metro Toronto Convention Centre

\*other YRDSB events can be found [here](#)

# Step 1:

## Research Your University Options

- Visit **OUIInfo** ([www.ontariouniversitiesinfo.ca](http://www.ontariouniversitiesinfo.ca)) to find what each university has to offer.
- Read the **Undergraduate Application Guide** (available at [www.ouac.on.ca/undergrad-guide](http://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.

## 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. Your high school guidance counsellor will also have it on record.

# Step 3: Mark Your Calendar

- **Late September 2023:** The Undergraduate Application opens.
- **January 15, 2024:** Deadline to submit your completed application to the OUAC.
- **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).

# 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



UNDERGRAD



LAW



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

# Creating an Account For the First Time

**Log In**

Username  (required)

[Recover your username](#)

Password (required)

[Forget 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 shows the QUAC Ontario Universities' Application Centre website. At the top left is the QUAC logo. To the 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 dashed line. The text "START HERE" is written in large white letters across the yellow line. Below this is a blue button with the text "Start Application". To the right of the banner is a white box titled "My Recent Messages" containing the text "No messages". Below that is a section titled "FAQs". At the bottom of the page is a red navigation bar with five white 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, the logo and name are on the left, and navigation icons for HUB, MESSAGES, MY FEES, and PROFILE are on the right. The main content area is titled 'Undergraduate Welcome' and features a sidebar with 'UNDERGRADUATE Quick Links' and a 'Welcome' button. The central section greets 'Timothy!' and provides 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'. It also includes a 'Saving Your Application Information' section with a 'Save' button and a note about logging out after 20 minutes of inactivity. On the right, the 'Application Status' section shows two steps: '1 My Personal Details Not started' and '2 My Background Not started'. A callout box highlights the helpful tips.

QUAC Ontario Universities' Application Centre

HUB MESSAGES MY FEES PROFILE

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 have saved.

**Note:** After 20 minutes of inactivity, you will automatically be logged out of your application and your cha 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 application interface. At the top left is the OUAC logo and the text "Ontario Universities' Application Centre". On the top right are four icons: HUB, MESSAGES, MY FEES, and PROFILE. Below the header is a breadcrumb trail: "Undergraduate > My Personal Details > The Basics".

The main content area is divided into three sections:

- Left Sidebar:** Features a graduation cap icon and the text "UNDERGRADUATE". Below this is a "Quick Links" section with three buttons: "Welcome", "My Personal Details" (highlighted with a dropdown arrow), and "The Basics".
- Center Panel:** Titled "The Basics", it contains a "Help" button and a "Name" section. The "Name" section includes instructions: "Enter your name as it is written on your passport, health card or other official document. If you are not able to change your name or date of birth, contact the OUAC for assistance." It has four input fields: "First/Given Name (required)" with "Timothy", "Middle Name(s)" with "Allen", "Last/Family Name (required)" with "Smith", and "Former Last Name/Family Name". Below these is a question: "What name do you prefer to be called in university correspondence?" with an empty input field. The "Other Personal Information" section includes "Date of Birth (required)" with dropdowns for Year (20), Month (July), and Day (16), and "Gender (required)" with a "Choose" dropdown.
- Right Panel:** Titled "Application Status", it shows a vertical list of four steps: 1. My Personal Details (In progress), 2. My Background (Not started), 3. My Choices (Not started), and 4. My Supporting Documents (Not started). Each step has an icon representing its content.

# 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 school courses for grade 11 and 12 (name & start/end dates). Institutions include, but are not limited to, regular day schools, private schools, night school, dual credit, Specialist High Skills Major, e-learning through a consortium.

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 for grade 11 and 12 (name & start/end dates).

*\*Courses taken in night school/dual credit/SHSM through YRDSB do not need to be added to the list of institutions attended (it will be sent with your marks by us).*

# 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".

In which country?

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

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

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

This is where you indicate your intention to write Advanced Placement (AP) exams

# My Choices

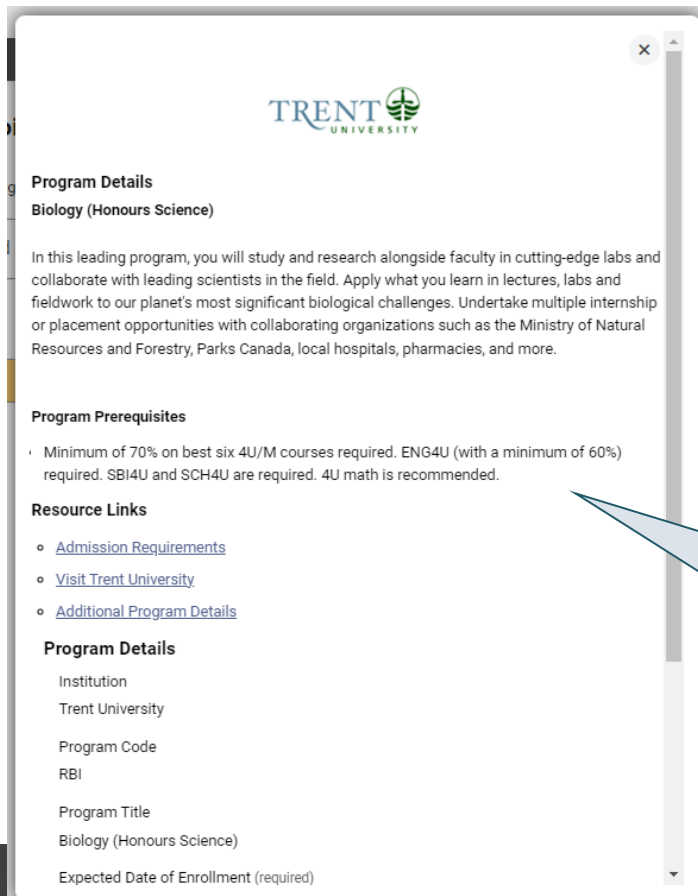
The screenshot shows a grid of university logos and names. In the top right corner, there are two search filters: [By Geographic Area](#) and [By Program Code](#). The grid contains the following universities:

- 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 [i.e. Subject of Major Interest (if applicable), coop options (if available), expected date of enrolment (i.e. Sep 2024) and expected course enrollment (i.e. full-time).



**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



# 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

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

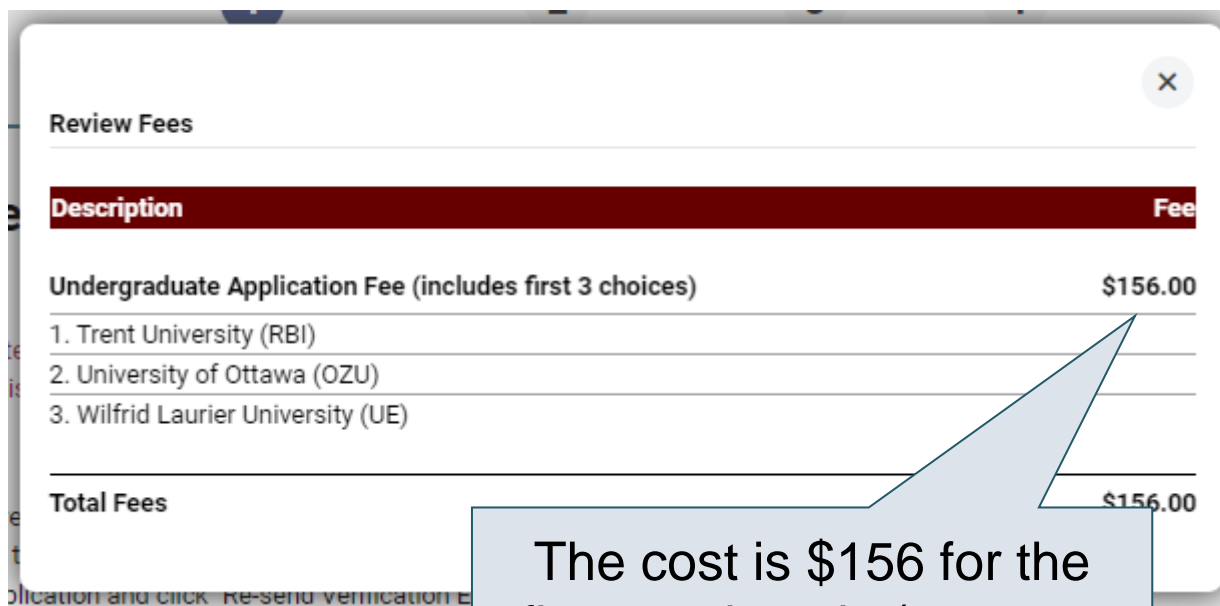
- Canadian passport OR
- Canadian birth certificate + government-issued photo identification

 Upload a Document

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

*This section is not mandatory - schools will let you know if they require additional documentation*

# Fees



The screenshot shows a 'Review Fees' window with a table of fees. The table has two columns: 'Description' and 'Fee'. The first row shows '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)'. A 'Total Fees' row at the bottom shows '\$156.00'. A callout box points to the '\$156.00' fee.

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

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

---

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

Expand each section to ensure accuracy

# Paying for Your Application




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


## Payment


### Review Fees


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

### 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, save/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.

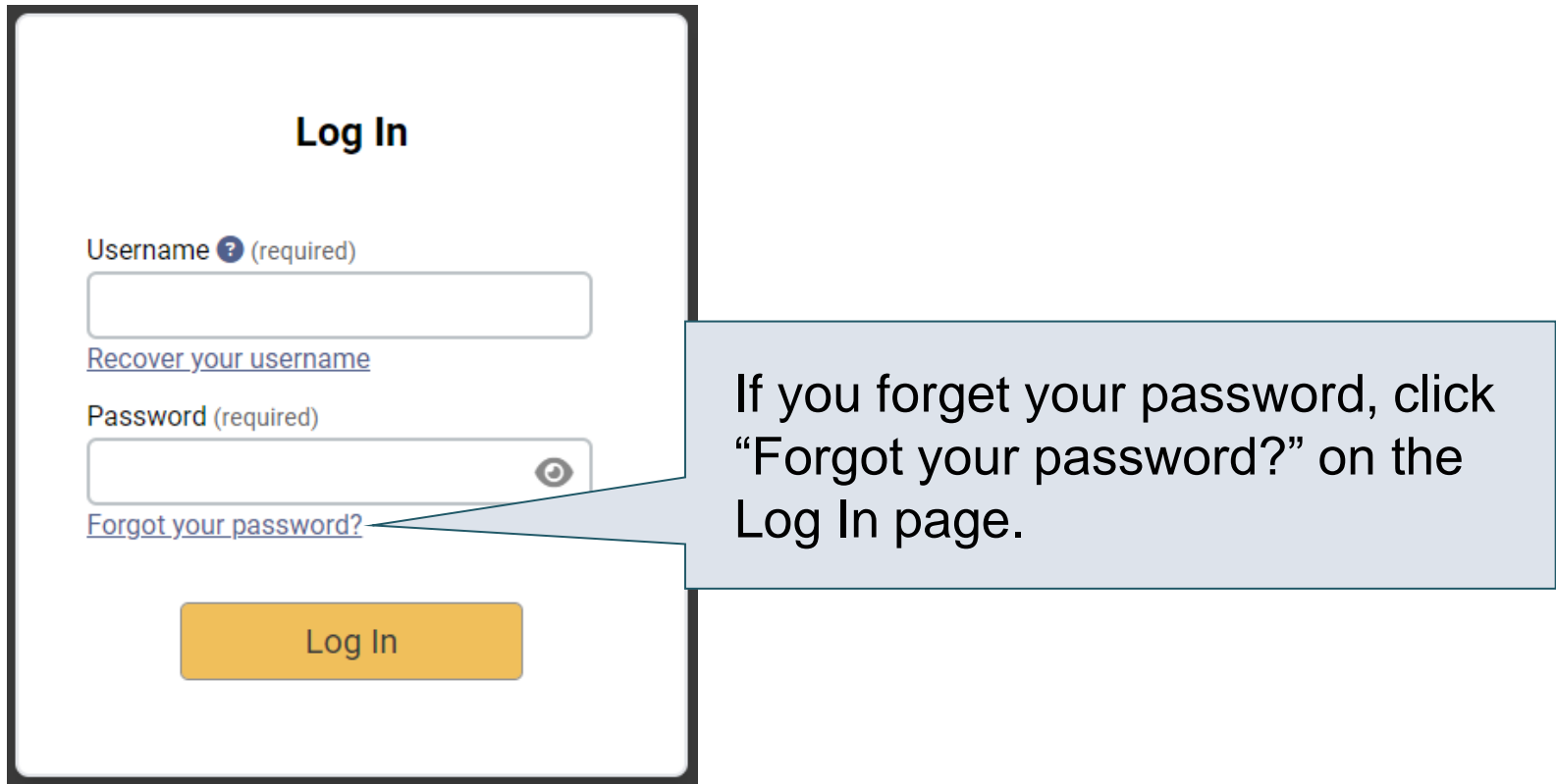


Timothy Smith, your application has been submitted.  
Your OUAC Reference Number is: **2024-010077**  
**All fees are non-refundable.**


**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 (if necessary)




**Log In**

Username  (required)

[Recover your username](#)

Password (required)

[Forgot your password?](#)

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](http://www.ouac.on.ca/faq).

Contact us:

OUAC

170 Research Lane

Guelph ON N1G 5E2

Telephone: 519-823-1063

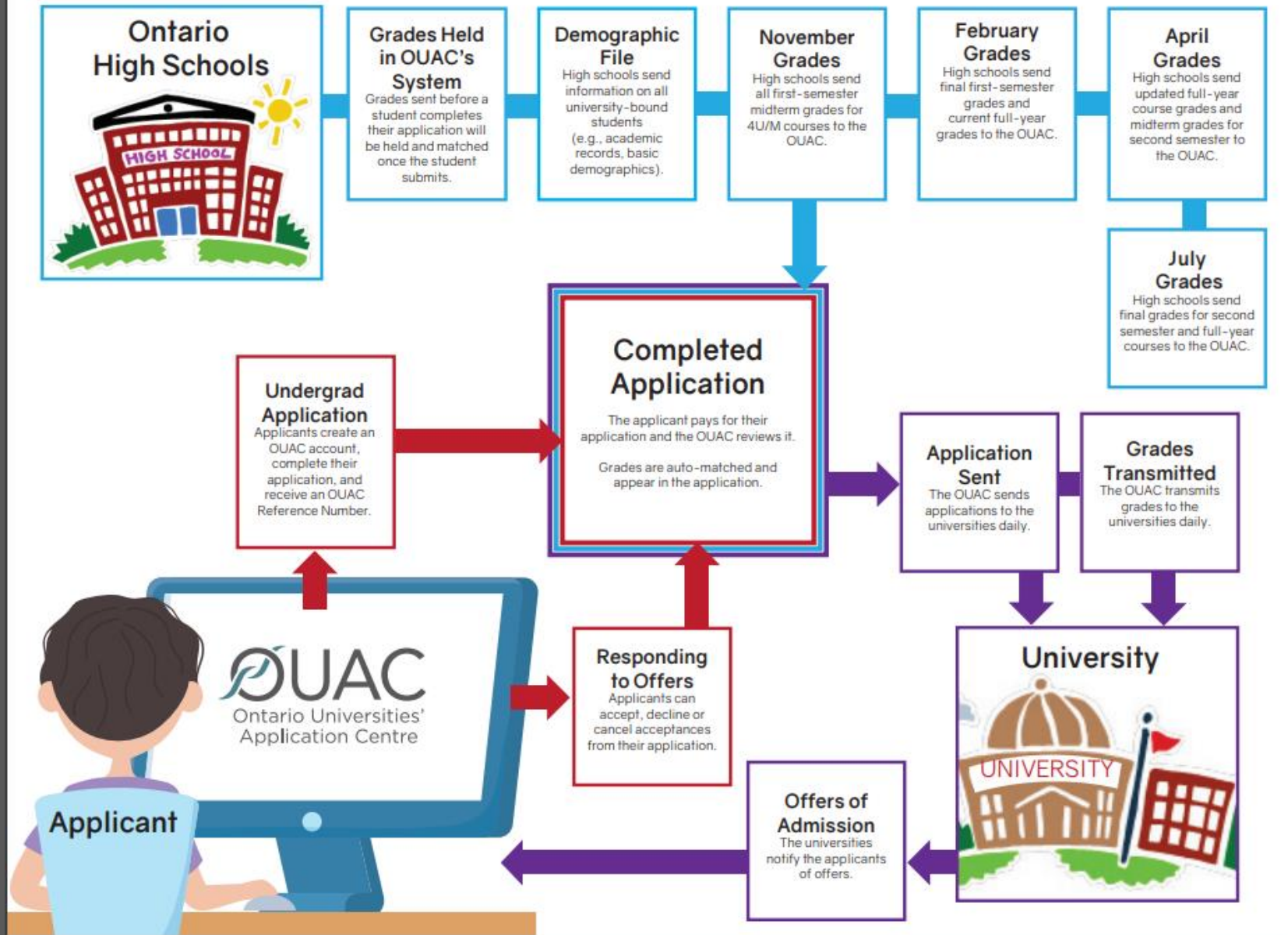
Fax: 519-823-5232

Email: [undergrad@ouac.on.ca](mailto:undergrad@ouac.on.ca)

Website: [www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)



# Life of a File: How a Student's File is Created and Becomes a Completed Application



# VIDEO: How to Create Your OUAC Account

The OUAC processes applications to undergraduate programs and professional programs, like law, medicine, rehabilitation sciences and teacher education.



# VIDEO: How to Complete Your Undergraduate Application



**Thank You...As always,  
please feel free to book a  
guidance appointment at  
[bit.ly/HodanGuidance](https://bit.ly/HodanGuidance)**



# Editing Your Completed Application

Undergraduate Application  
Instructions for Ontario High School Students

[www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)



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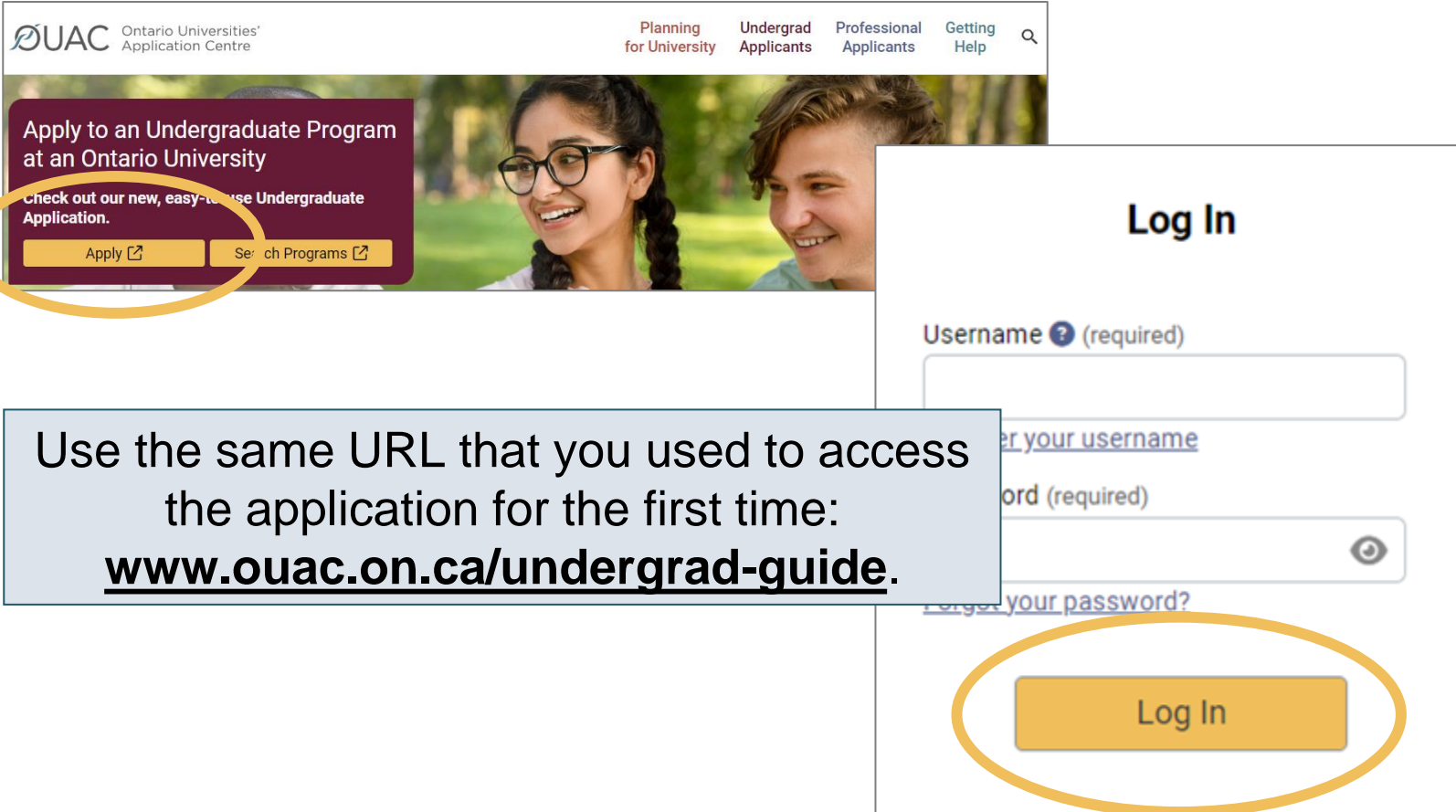
TEACHER ED

# After You Have Applied

You can log back in to your application to:

- Pay your application fee, if you have not already done so.
- Review all the application information you provided to the OUAC.
- Make changes to your personal information and program choices (once your fees have been received and processed).
- Respond to university offers of admission.

# Accessing Your Completed Application



The image shows a screenshot of the Ontario Universities' Application Centre (OUAC) website. At the top left is the OUAC logo and name. To the right are navigation links: "Planning for University", "Undergrad Applicants", "Professional Applicants", and "Getting Help". Below the navigation is a banner with a photo of two students and the text "Apply to an Undergraduate Program at an Ontario University". A yellow circle highlights the "Apply" button in the banner. On the right side, a "Log In" form is shown with fields for "Username (required)" and "Password (required)", and a yellow "Log In" button circled in yellow.

OUAC Ontario Universities' Application Centre

Planning for University Undergrad Applicants Professional Applicants Getting Help

Apply to an Undergraduate Program at an Ontario University

Check out our new, easy-to-use Undergraduate Application.

Apply Search Programs

Log In

Username (required)

Enter your username

Password (required)

Forgot your password?

Log In





Use the same URL that you used to access the application for the first time:  
**[www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)**.





# Changing Your Method of Payment


If you chose online banking as your method of payment, you can change to pay by credit or debit card after 1 business day.

**Choose Payment Method**

Credit or Debit/Credit Card    

International Banking (Flywire)  

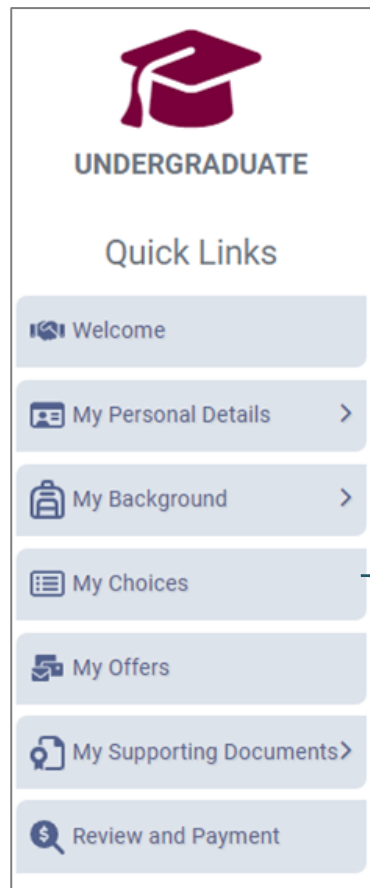
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Third-Party Voucher Code  

**Note:** During peak times, it can take up to 1 week to process your application once you submit payment. After that time, you can log in to your application to review or make changes.



# Modifying Your Application



Use the Quick Links menu to navigate between sections.

# Change Personal and Contact Information (1 of 2)

**The Basics**

[Help](#)

**Name**

Enter your name as it is written on your passport, health card or other official document. You cannot change your **name or date of birth**, [contact the OUAC](#) for assistance.

First/Given Name (required)  
Timothy

Middle Name(s)  
Allen

Last/Family Name (required)  
Smith

Former Last Name

What name do you prefer to be called in university correspondence? [?](#)

**Other Personal Information**

Date of Birth (Format: yyyy-mm-dd) (required)  
2006-07-16

Gender (required)  
Cisgender Man (Male)

Have either of your parents/guardians attended a university or college?  
Choose

You are not able to change your first name, last name or date of birth.


If this information needs to be changed, contact us at: [undergrad@ouac.on.ca](mailto:undergrad@ouac.on.ca).

# Change Personal and Contact Information (2 of 2)

## Email Address

email@email.com

Email has been verified.



Back

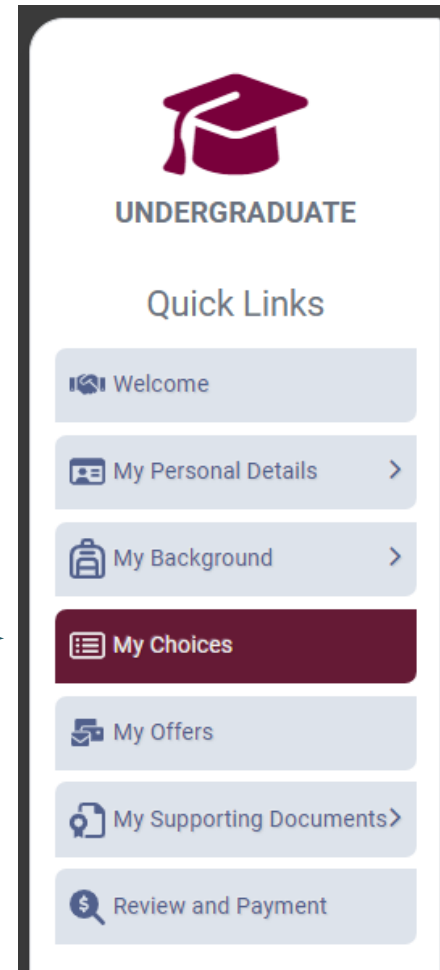
Next

Verify that your email address is correct. Add your university choices to your email account's "contact" or "safe senders" list to ensure that all messages are delivered to your inbox.

As you make edits to your application information, be sure to submit all changes.

# Adding New Programs

Click “My Choices”,  
select the program  
you want and enter  
the program details.  
Click “Save Program”.  
You will then be  
returned to the My  
Choices page.



# Withdrawing an Existing Choice

**My Choices**

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

+ Add Program

Active Choice	
Choice Number	01 ▾
<b>Trent University - Biology (Honours Science)</b>	
Program Code:	
Expected Date of Enrollment:	
Expected Course Enrollment:	
Year Level:	

Active Choice	
Choice Number	02 ▾
<b>University of Ottawa - UO: Biologie</b>	
Program Code:	OZU
Expected Date of Enrollment:	2024 Fall (September)
Expected Course Enrollment:	Full-Time
Op:	Yes
Year Level:	First Year

Click the trash can icon to withdraw your choice.


# Making Changes to Your Existing Choices

**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



To change details of an existing choice, click the edit icon.

For a university or program choice that is already on your application, you may change only the details that you specified initially.

**Note:** If you have an active offer or have accepted a university offer of admission, you will not be able to change the program details.

# Responding to a University Offer of Admission

**My Offers**

Congratulations - You have 2 offer(s)!

Offer notes

Offer	Alternate
<b>Trent University - Biology (Honours Science) - For Choice 01</b> Program Code: RBI Offer Description: Congratulations! Expires: 2024-05-31	Univ... Code: ... Description: ... Expires: 2024-06-01

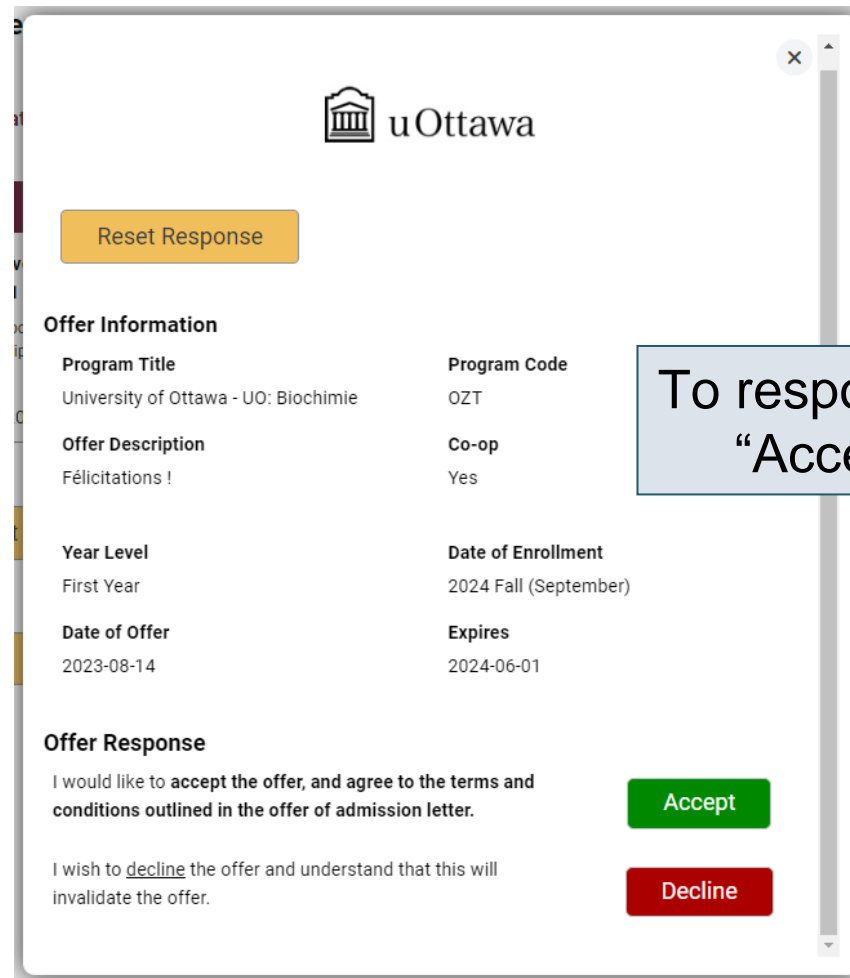
Reset Responses

Back Next

To respond to a university offer of admission, click “My Offers” then click the eye icon.

You can choose an offer or alternate offer.

# Accept or Decline the Offer



The screenshot shows a web form for responding to an offer from the University of Ottawa. At the top left is the uOttawa logo. Below it is a yellow button labeled "Reset Response". The form is divided into two main sections: "Offer Information" and "Offer Response".

**Offer Information**

<b>Program Title</b> University of Ottawa - UO: Biochimie	<b>Program Code</b> OZT
<b>Offer Description</b> Félicitations !	<b>Co-op</b> Yes
<b>Year Level</b> First Year	<b>Date of Enrollment</b> 2024 Fall (September)
<b>Date of Offer</b> 2023-08-14	<b>Expires</b> 2024-06-01

**Offer Response**

I would like to **accept the offer, and agree to the terms and conditions outlined in the offer of admission letter.**

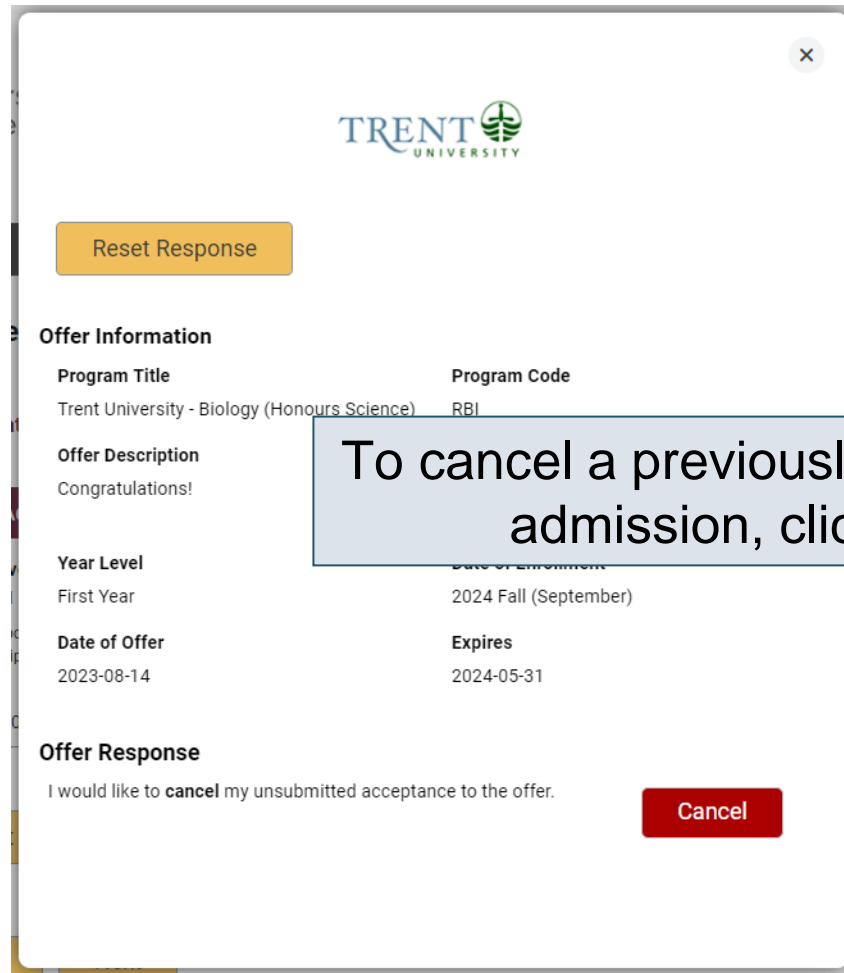
I wish to decline the offer and understand that this will invalidate the offer.

At the bottom right of the form are two buttons: a green "Accept" button and a red "Decline" button.

To respond to an offer, click  
“Accept” or “Decline”.



# Cancelling an Offer of Admission



The screenshot shows a web interface for Trent University. At the top center is the Trent University logo. Below it is a yellow button labeled "Reset Response". The main content is divided into sections: "Offer Information", "Offer Description", "Year Level", "Date of Offer", and "Offer Response".

Program Title	Program Code
Trent University - Biology (Honours Science)	RBI

Offer Description: Congratulations!

Year Level	Date of Enrollment
First Year	2024 Fall (September)

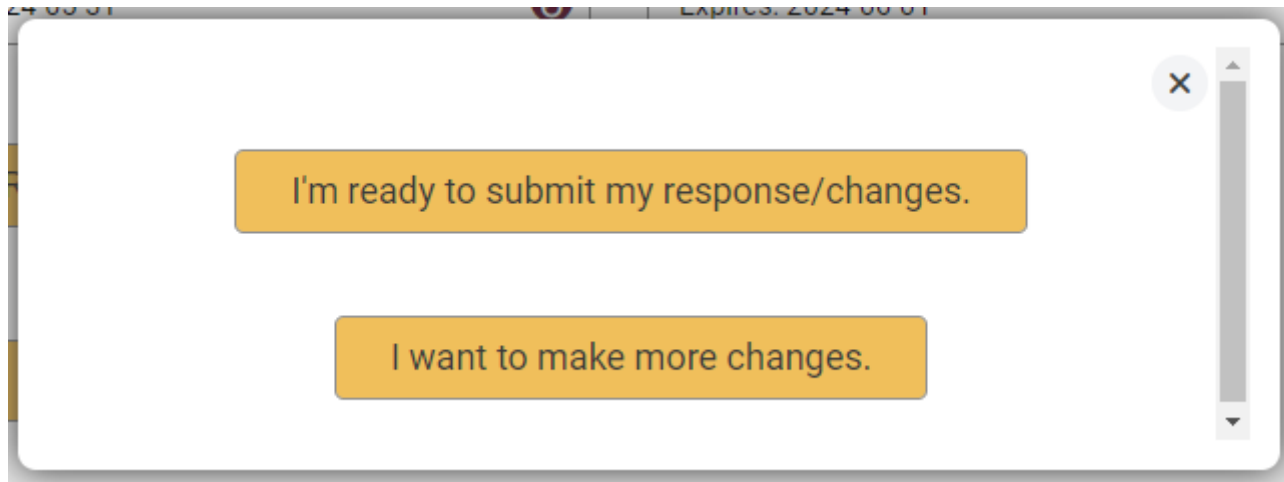
Date of Offer	Expires
2023-08-14	2024-05-31

Offer Response: I would like to **cancel** my unsubmitted acceptance to the offer.

A red button labeled "Cancel" is located at the bottom right of the form.

To cancel a previously accepted offer of admission, click "Cancel".

# Submitting Responses



You will have 2 options to proceed. Click “I’m ready to submit my response/changes” to proceed to the Review and Payment page or click “I want to make more changes” to make more changes.

# Complete the Review and Payment Process

The screenshot displays the OUAC application portal interface. On the left is a navigation sidebar with a graduation cap icon and the text 'UNDERGRADUATE'. Below this is a 'Quick Links' section containing buttons for 'Welcome', 'My Personal Details', 'My Background', 'My Choices', 'My Offers', and 'My Supporting Documents'. The 'Review and Payment' button at the bottom of the sidebar is highlighted with a yellow circle. The main content area shows a progress bar with three steps: '1 Review Summary' (active), '2 Applicant's Declaration', and '3 Confirmation'. Below the progress bar is the 'Review Summary' section, which includes a warning message: 'Please review your information and correct any errors or warnings. Once you submit your changes, you will receive a confirmation number by email.' Underneath is a 'Warnings' section with a list of items: 'Make sure you entered your name correctly. Do not use all c...', 'Please return to My Choices – You did not provide previous...', 'University of Ottawa', 'Trent University', and 'Wilfrid Laurier University'. At the bottom, there is an 'Amendment' section with a checkmark and the text 'You added in Response...' and a dark red bar with the text 'Offer - Accepted'. A callout box on the right contains the text: 'Click “Review and Payment”.' and 'You **must** complete this step for the OUAC and the universities to receive your changes and/or responses.'

# Finalizing Your Changes

Review your Summary of Changes carefully.

Click "I Verify and Agree" to do the following:

- Verify this information is correct and complete.
- Agree to the conditions in the ["Notice of Collection, Use and Disclosure of Your Personal Information Provided as Part of Your Ontario University Undergraduate Application" statement](#).

Previous: Review Summary      Next: Payment

Satisfied with your changes? Click "I Verify and Agree" to continue.

# Payment

## Choose Payment Method

Credit or Debit/Credit Card 

VISA



AMERICAN  
EXPRESS

International Banking (Flywire) 


flywire

You **must** pay for your changes by credit or debit card.

# Confirmation of Changes

**Complete**

You are now logged out of your account.



Pete Mitchell, your application amendments have been submitted.

**Important:** Do not click "Back" in your browser after you submit.

**What Now?**

- You will receive an email with your confirmation number and a link to your application.
- Applications are sent to the universities in the mornings, Monday through Friday.
- Check your Hub for updates.

When you see this screen, it means you have successfully submitted your changes to your application or responses to offers of admission to the OUAC.

# Responses

Date: Aug 15, 2023 2:02:54 PM  
Confirmation Number: 569150  
OUAC ID: 00000286030

Timothy Smith,

The following application changes were processed:

## Amendment Summary

### Response Information - Trent University - Biology (Honours Science) - RBI

Accepted	

### Reminders:

- All fees are non-refundable.
- Changes to your program choices could affect your OSAP application. Visit [ontario.ca/OSAP](http://ontario.ca/OSAP) to review your account.

Log back into your account after 1 business day to verify your responses and check your email inbox for confirmation of your submitted response.

**Note:** You will receive only 1 confirmation number by email for all changes or responses to offers made within the same session.

# Need Help?

Read the FAQ section on our website at: [www.ouac.on.ca/faq](http://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](mailto:undergrad@ouac.on.ca)

Website: [www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)



# VIDEO: How to Edit Your Completed Undergraduate Application

For an existing program choice, you may edit only the details that you initially specified.



# VIDEO: How to Respond to an Offer of Admission from an Ontario University

Review your response and any other updates you made.

Continue to the Declaration to confirm your application information is accurate.

