

# ABOUT APPLYING ONLINE TO AN ONTARIO UNIVERSITY

- Go to: <http://www.ouac.on.ca/>
- Click on **'Apply Now'**
- The first time you log in, you will need to create an OUAC Profile. You can do this by clicking **'Create My Account'**
- You will be prompted to put in your email address so that you can be verified. **You will not be able to submit your application until you verify your email address.**
- **Create your Username and Password** (make it easy for you to remember as you will need it many times over the application cycle) - you will be asked to agree with the *OUAC Terms and Conditions*, and then you will click **'Create My Account'**
- Review the helpful tips on the Welcome Page
- To start your application you will need your **OEN** (will be sent to your GAPPS email during the week of October 10th)
- **Add your information to the 'My Personal Details' section** – this includes The Basics, Citizenship & Language, Applicant Diversity Census & Contact Details
- **My Background - Education. You will need to provide information about ALL institutions where you were registered in 1 or more high school courses for grades 11 and 12 (school name and start/end dates). Courses taken in night school, dual credit, SHSM through YRDSB do not need to be added to list of institutions attended.**
  - Assuming you have been at Maple since grade 9 → **Start Date: Sep 2020 \*due to COVID\* – End Date: June 2024**
  - For highest year level achieved put **'Grade 12'**; For Diploma Type put **'OSSD'**
  - For **IB Students**, you will select that you will be earning an IB Diploma in the **'Other Information'** section
- You do not need to enter any information into the **'Activities and Employment'** section
- **Select your program choices** by using the 'Program Code Option' (if you know the program codes) or by the 'University or Geographic Area Search Option'
- Enter the program codes – you may choose **THREE** programs for your first payment of **\$156**; each **additional program** choice will cost **\$50** (maximum 3 programs per school)
- Complete the **'Program Details'** screen if requested [i.e. Subject of Major Interest (if applicable), co-op options (if available), expected date of enrollment (i.e. Sept. 2024) and expected course enrollment (i.e. full-time)].
- **Order your choices** (does not affect scholarship or admission consideration unless stated specifically by the university)
- **'My Supporting Documents'** section
  - **'Transcripts'** (leave blank - Maple HS will have already submitted your mark history to OUAC electronically)
  - The **'Document Upload'** section is **not mandatory** – schools will let you know if they require additional documentation
- Check the **'Academic Information/Grades'** section- report errors to your Guidance Counsellor.
- **Review Summary** – Expand each section to review your application details and ensure that your information is correct
- Submit your application – Read the **'Applicant's Declaration'** and then click **'I Verify and Agree'** to proceed to payment
- Submit your payment (debit/credit card, online banking or Flywire). Prepaid credit cards are not accepted
- **SAVE/PRINT** Confirmation page and **RECORD** your OUAC Reference Number

**My OUAC Reference Number:**  
2024 -

- **Once you have submitted your application, you will use your username and password to login every time**

You may link your OSAP and OUAC accounts any time during or after you have submitted your OUAC application. Linking to OSAP is an **optional** step meant to save you time in your OSAP application. See back of page for more information on linking your OSAP and OUAC accounts.

**If you have not been in an Ontario School for 4 years from the date of your university application, or have been at a school where English was not the main language of instruction, you may need to demonstrate a language proficiency requirement (i.e. IELTS, TOEFL). See Guidance for more info.**

\*\* Tutorials can be viewed by clicking 'getting Help' in the top right corner of <http://www.ouac.on.ca/> \*\*

**Timelines:**

As soon as possible	<ul style="list-style-type: none"> <li>• Begin researching</li> <li>• Use the "Find A Program" or "Choose a University" feature on the <a href="http://www.ontariouniversitiesinfo.ca">www.ontariouniversitiesinfo.ca</a> website</li> </ul>
Late September	<ul style="list-style-type: none"> <li>• Apply to university at <a href="http://www.ouac.on.ca/">http://www.ouac.on.ca/</a> → acknowledgement letters mailed/e-mailed to students for institutions as applications are processed</li> </ul>
November 17, 2023	<ul style="list-style-type: none"> <li>• Grade 11 marks and Grade 12 midterm marks are electronically forwarded to OUAC for all possible university applicants</li> </ul>
January 15, 2024	<ul style="list-style-type: none"> <li>• Deadline for students to submit applications online to OUAC</li> </ul>
February 15, 2024	<ul style="list-style-type: none"> <li>• Semester 1 final marks forwarded electronically to OUAC</li> </ul>
Late February	<ul style="list-style-type: none"> <li>• Review your grades and account to ensure accuracy</li> </ul>
April 25, 2024	<ul style="list-style-type: none"> <li>• Semester 2 midterm marks forwarded electronically to OUAC</li> </ul>
May 29, 2024	<ul style="list-style-type: none"> <li>• Latest date by which all students can expect a response from an Ontario university</li> </ul>
June 3, 2024	<ul style="list-style-type: none"> <li>• Earliest date that a university can require a response to an offer of admission and any kind of financial commitment (including registration and residence deposit)</li> </ul>
June - August	<ul style="list-style-type: none"> <li>• Admission Information Service available for students not admitted to a university program by June</li> </ul>
End of June	<ul style="list-style-type: none"> <li>• Semester 2 final marks forwarded electronically to OUAC</li> </ul>

**\*\*\*If you CHANGE HIGH SCHOOLS MID WAY THROUGH THE YEAR:** You must arrange for your new school to inform OUAC about the change of high school. This will ensure that your academic data is sent to OUAC.

## **OSAP QUESTIONS**

### **Do I require the OSAP link to complete my application?**

No, linking to OSAP is an optional step meant to save you time in your OSAP application. You may link your OSAP and OUAC accounts any time after you have submitted your OUAC application.

### **What is OUAC-OSAP linking? What does it mean to link my OUAC and OSAP accounts?**

Linking allows you to save time in your application process by sharing the information you have input in your OUAC application with your OSAP application. When you provide your authorization and consent specifically for this purpose, OSAP will use information you gave the OUAC, such as your name, date of birth and address information, to prefill parts of your OSAP account registration and university program application(s).

### **How do I link my OUAC application to my OSAP application?**

You can link using any of these options:

- Go directly to the OSAP website.
- Click on any of the OSAP banners/links on the OUAC website or within your application.
- Click on your "OSAP Link Status" within your completed OUAC application.

If you are new to OSAP, choose "Register" and follow these steps:

- You will need your SIN in order to create an OSAP Account
- Review the OSAP terms and conditions. Select "Yes" and then choose "Ontario Universities' Application Centre".
- Click "Setup link to OUAC".
- If you are not already logged in to your OUAC application, log in using your OUAC username and password.
- Read the consent form and select "Allow" to start linking your OUAC and OSAP accounts.
- You will be returned to the OSAP site. Your status will display "linked"; however, the link is not complete until you receive your OSAP Access Number (OAN).
- Click "Next" to complete the creation of your OSAP account.
- NOTE: If you exit the OSAP registration process prior to receiving your OAN, you will need to start the OSAP registration and OUAC link process from the beginning.

If you already have an OSAP account, you can link your programs when you start an OSAP application.

### **I changed my name in my OSAP application. Why did it not change my name in my OUAC application?**

The OSAP and OUAC applications do not share personal and address (bio/demo) information on a continual basis. When you link, you allow the OUAC to share your bio/demo information with OSAP once. If you change your bio/demo information after linking, you will need to update both your OUAC and your OSAP accounts. To save time, we recommend ensuring all information is accurate before you link.

### **I dropped a university choice on my OUAC application but it still shows on my OSAP application. Why?**

OSAP displays all of your OUAC program choices, regardless of their status on your OUAC application. In the event that you change your mind, you will already have an estimate.

### **I forgot my OUAC password**

You can use the "Request a temporary password" link to reset your password. This functionality is available on your OUAC application and on the OUAC-OSAP link page. You will need to provide your OUAC username and the email address associated with your OUAC Account. The temporary password will be emailed to you and will expire 1 hour after the time sent.

### **I forgot my OUAC username**

You can use the "Recover your username" link to retrieve your username. This functionality is available on the login page of your OUAC application and on the OUAC-OSAP link page. You will need to provide your date of birth and the email address associated with your OUAC Account. The username will be emailed to you.

### **I no longer wish to link my OUAC and OSAP applications and wish to remove my consent. What should I do?**

Log in to your OUAC application and select "OSAP Link Status" from the left-side navigation bar. Click "Unlink From OSAP".

### **Is everyone eligible to have their OUAC and OSAP accounts linked?**

This service is available for all 2024 undergraduate applicants applying on a 101 or 105 application

### **Why do I only see my OUAC personal and address information but not my program selections?**

Your program choices will not appear in your OSAP application until April. Log back in to your OSAP application at that time