



Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

www.ouac.on.ca/undergrad-guide



UNDERGRAD



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Ontario Universities'
Application Centre

Welcome!

Congratulations!! Exciting times lie ahead!

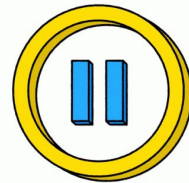
This presentation will be posted to the Class of 2025 Google Classroom and on our guidance webpage (grade 12 information) for your review.

Specific questions? Please book an appointment with your counsellor through Teach Assist

Our advice to you:

- ❖ **Get prepared**
- ❖ **Stay informed**
- ❖ **Apply on time!**

Mythbusters!



Guidance has been hearing a few things that aren't factual:

- **Early offers do not exist.**
 - Some schools simply extend offers of admission earlier than others based on programs, geographic location, etc. There is nothing you can do (or have to do) to get an “early” offer
- **The application deadline is January 15, 2025.**
 - Apply when you are ready - do not rush yourself!
- **Supplementary application are not completed ahead of your applications.**
 - You have to apply first and receive welcome emails and details for a supplementary application IF your program/university requires one.

Let's stay away from misinformation!

Applying to Ontario Universities

3-Step Process

1. Preparing to apply
2. Applying
3. Next Steps

Preparing to Apply



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Step 1:

Research Your University Options

- Visit **OUIInfo** (www.ouinfo.ca) to find what each university has to offer.
- Read the **Undergraduate Application Guide** (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 or **check your GAPPS email during the week of October 15th.** The board will be emailing you with your OEN # and the school's MIDENT #.

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

Step 3: Mark Your Calendar

- **Late September 2024:** The Undergraduate application opens.
- **January 15, 2025:** Deadline to submit your completed application to the OUAC.
- **May 29, 2025:** Last day you can expect a response from an Ontario university if you applied by the January 15 deadline.
- **June 2, 2025:** The earliest day you may be required to respond to an offer and give a financial commitment (e.g., registration or residence deposit).

Applying



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Check out the Undergrad Application Guide

<https://www.ouac.on.ca/guide/undergrad-guide/>



Ontario Universities'
Application Centre

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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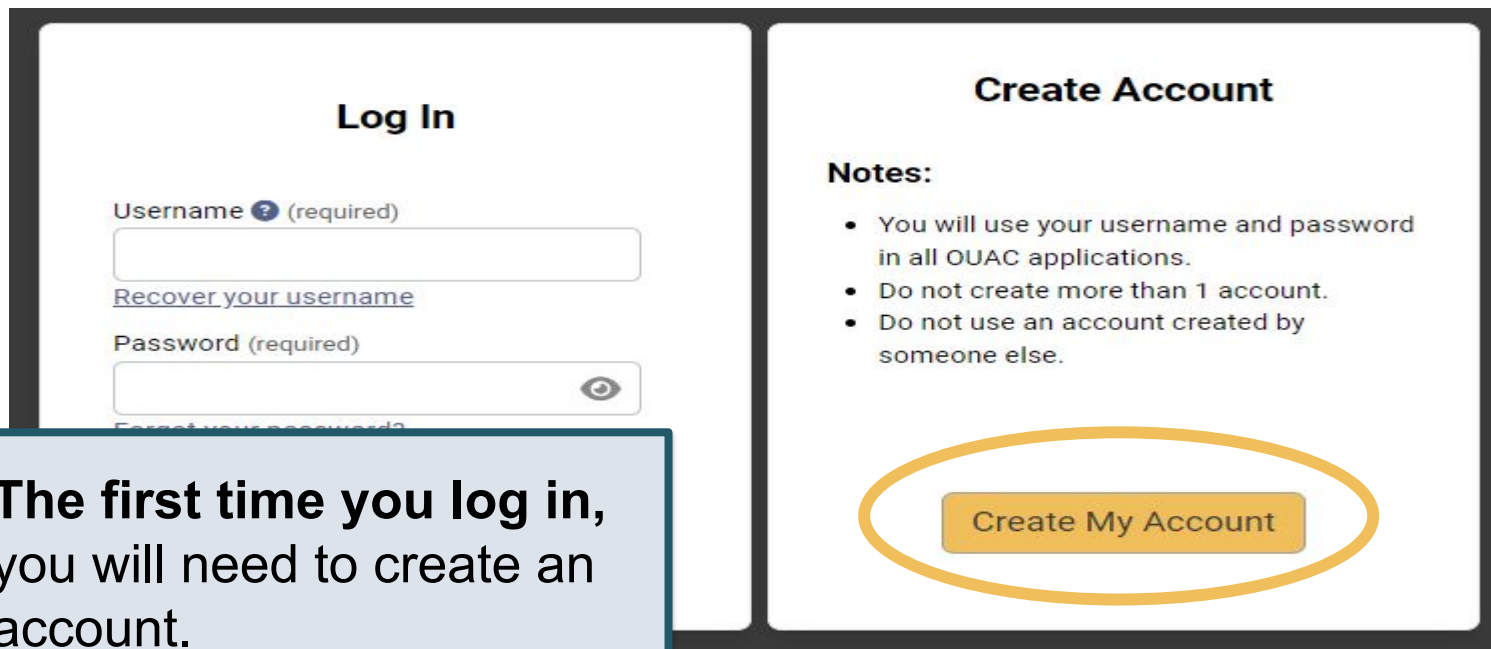
TEACHER ED




REHAB

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

Creating an Account For the First Time



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 shows the 'My Undergraduate Hub' page. At the top, the UAC logo and 'Ontario Universities' Application Centre' are on the left. On the right are four icons: HUB (a network icon), MESSAGES (an envelope icon), MY FEES (a dollar sign icon), and PROFILE (a person icon). Below the header, the main content area has a dark background with a large image of a road and the text 'START HERE' in white. A blue button labeled 'Start Application' is centered over the image. To the right of the main image, there are sections for 'My Recent Messages' (showing 'No messages'), 'FAQs' (with a list of questions), and 'How-to Videos' (with a video thumbnail titled 'How to Create Your QUAC'). At the bottom, a red navigation bar contains five links: '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 lock 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

 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


[Review the Undergraduate Application Guide and FAQs.](#)

 Watch

[Watch the How-to Videos for step-by-step instructions.](#)

 Check

[Check the Message Centre often for updates and reminders.](#)

 Save

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



3

My Choices
Not started

4

My Supporting Documents

Review the helpful tips on the Welcome page.

Navigating the Application

The screenshot displays the QUAC Ontario Universities' Application Centre website. The top navigation bar includes the QUAC logo, the text "Ontario Universities' Application Centre", and four icons: HUB, MESSAGES, MY FEES, and PROFILE. Below the navigation bar, a breadcrumb trail reads: Home > 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 items: "Welcome" (with a speech bubble icon), "My Personal Details" (with a document icon and a dropdown arrow), and "The Basics" (with a document icon and a dropdown arrow).
- Center Panel:** Titled "The Basics", it contains a "Help" button. The "Name" section includes a text box for "First/Given Name (required)" with the value "Timothy", a text box for "Middle Name(s)" with the value "Allen", a text box for "Last/Family Name (required)" with the value "Smith", and a text box for "Former Last Name/Family Name" with a question mark icon. Below this is a text box for "What name do you prefer to be called in university correspondence?" with a question mark icon. The "Other Personal Information" section includes a "Date of Birth (required)" section with dropdowns for Year (20), Month (July), and Day (16), and a "Gender (required)" section with a dropdown menu showing "Choose".
- Right Panel:** Titled "Application Status", it shows a vertical list of four steps: 1. My Personal Details (In progress, with a document icon), 2. My Background (Not started, with a document icon), 3. My Choices (Not started, with a document icon), and 4. My Supporting Documents (Not started, with a document icon).

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

Email Address

Email has not been verified

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

My Background – Education

Education



Provide information about **all institutions** and **all years** where you have registered in secondary or postsecondary courses.

Have you attended a postsecondary institution? (required)

☐ Yes

☒ No

High School

You must include **all** high schools you attended from Grades 9 to 12, including Ontario and international high schools.

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

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

Provide information about post secondary courses you have taken.


My Background – Tell Us More

What is the status of your Ontario Secondary School Diploma (OSSD)? (required)

☒ I will have my OSSD by the end of the current school year.

☐ I already have my OSSD.


☐ I am not working toward the OSSD.

What is your Ontario Education Number (OEN)?  (required)

What is your total number of years in an English-language school system outside of Canada? (required)

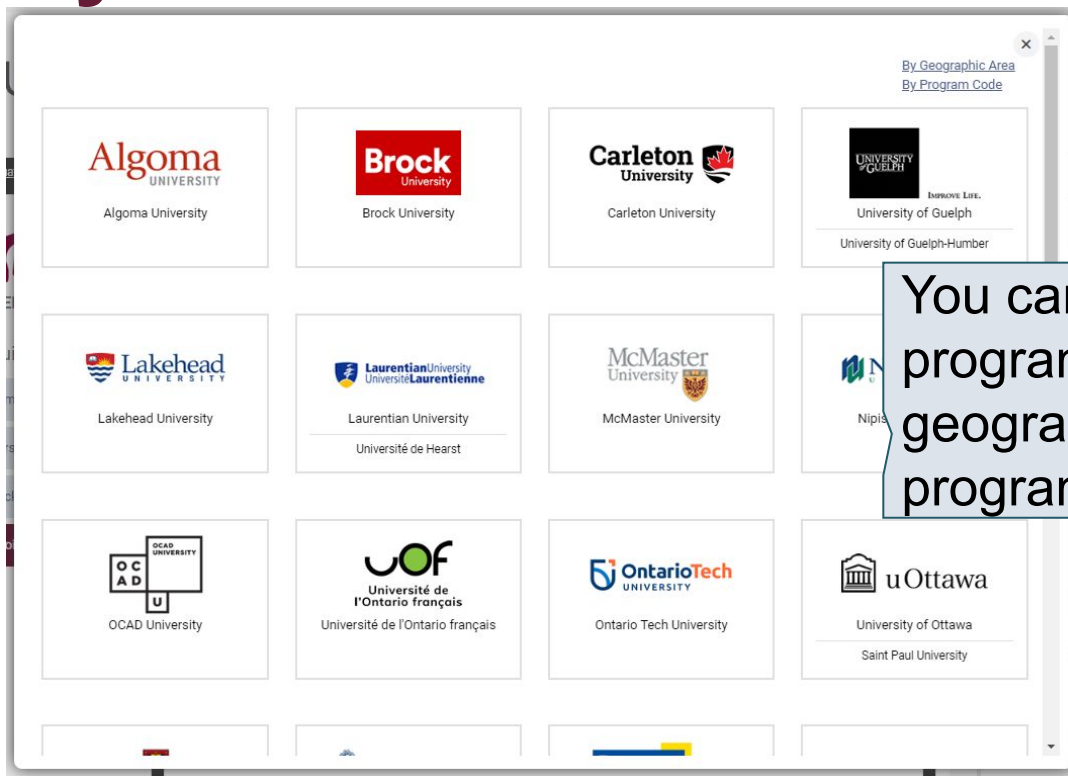
If this question does not apply to you, choose "Not Applicable".

In which country?

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

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

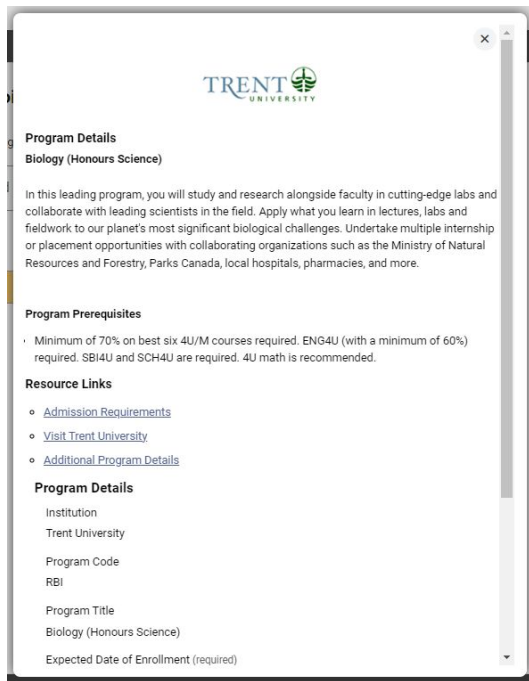
My Choices



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: OZU
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
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 on this page 1 - 2 business days after submitting your application.

BackNext

Academic Information

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

 **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

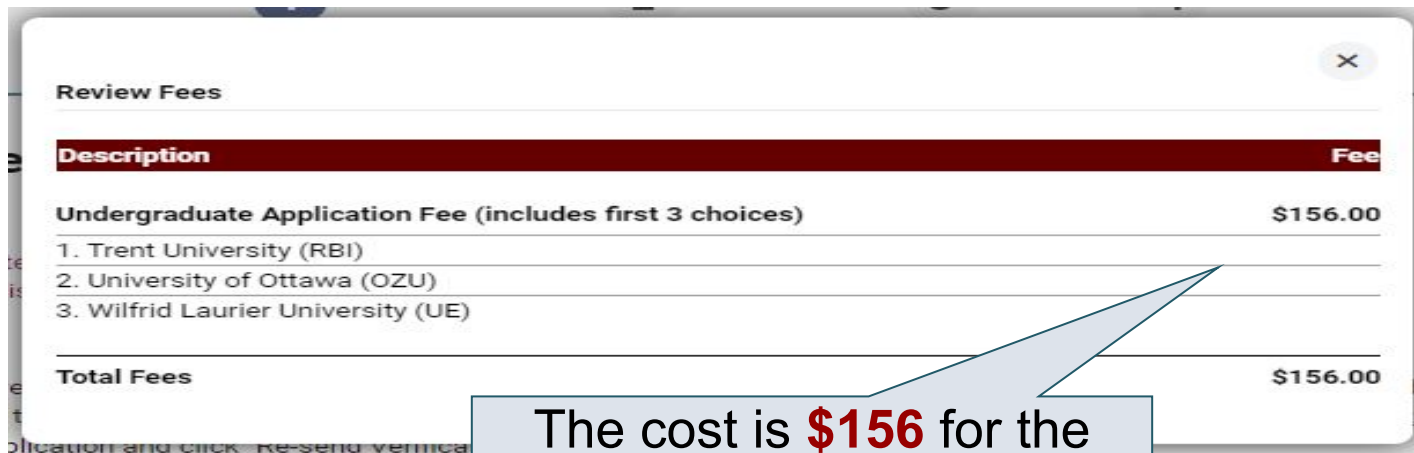
Documents you can upload to confirm your status of Canadian citizen:

- 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



A screenshot of a 'Review Fees' window from the Ontario Universities' Application Centre (OUAC). The window has a title bar with a close button (X). It contains a table with two columns: 'Description' and 'Fee'. The table lists the 'Undergraduate Application Fee (includes first 3 choices)' for \$156.00. Below this, it lists three university choices: 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 blue callout box points to the \$156.00 fee, explaining that this is the cost for the first three choices, with an additional \$50 for each subsequent choice.

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 SummaryApplicant's DeclarationPaymentConfirmation

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

Full Name Timothy Allen Smith

Former Last Name/Family Name

What name do you prefer to be called in university correspondence?

Contact Details

Home Address 11 Leaner Street
Belleville, Ontario, N1G5E2, Canada

Mailing Address 11 Leaner Street
Belleville, Ontario, N1G5E2, Canada

Paying for Your Application

1

2

3

4

Summary

Declaration

Payment


Confirmation

Payment

Review Fees

Description	Fee
Application Fee (first 3 choices) 1. University of Guelph (GPS) 2. Nipissing University (PA) 3. Wilfrid Laurier University (UMA)	\$156.00
Total Fees	\$156.00

Choose Payment Method

☐ CIBC Student Pay 

Third-Party Voucher Code

Back

Pay

Total Owing **\$156.00**

Once you complete your payment, 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 (2025-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

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.

Applying Out of Province

The OUAC assists the following out-of-province universities with collecting academic data for Ontario high school students who have applied through the OUAC:

- Acadia University
- Bishop's University
- University of British Columbia
- Concordia University
- Dalhousie University
- McGill University
- Saint Mary's University
- Simon Fraser University
- University of Victoria

Students who apply to these out-of-province universities can authorize the universities to request their academic information from the OUAC. To authorize, the applicant must include their 11-digit OUAC Reference Number on the institution's application form.

In all cases, the 11th digit should be "0".



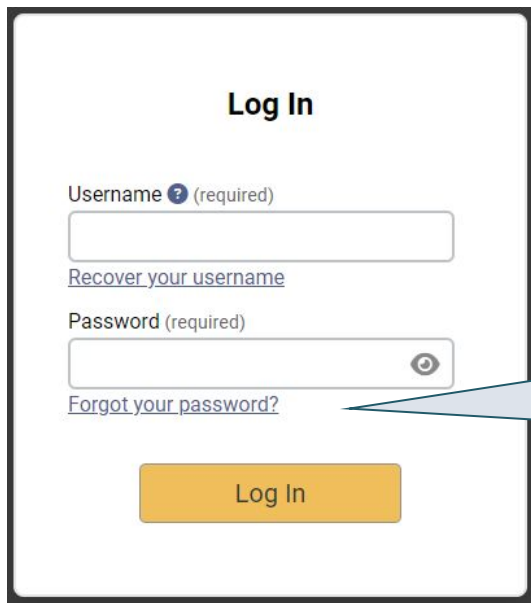
Ontario Universities'
Application Centre

Applying to Royal Military College (RMC)


RMC, located in Kingston, Ontario, **is not part of the OUAC's processing services**. A separate form and additional application materials must be obtained from a Canadian Forces Recruiting Centre.

For more information, call the Canadian Forces Recruiting Centre at 1-800-856-8488 or [visit RMC](#).

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 OUAC:

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



Ontario Universities'
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Next Steps



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Non-YRDSB Courses

Summer school, night school and online courses plus repeated and upgraded courses

- Most schools accept these marks equally. Some schools do not.
- Please check out the [OUInfo](#) program page for specifics at your chosen universities to verify these types of courses

Private School Courses

- Guidance should be informed of any private school courses you take
- The private school MUST upload your course(s) and mark(s) onto OUAC
- Final report cards must be received by SDSS by **Thursday, June 12, 2025** so we can verify and record prior to graduation

University Portals

You should receive two emails from each university to which you apply:

- 1st email: generic welcome email (usually within 24 hours)
- 2nd email: site specific login information (usually within 7-14 school days)

Specific messages, updates and requirements

- Important due dates and deadlines
- Program specific requirements
- Language proficiency requirements (i.e. IELTS, TOFEL, etc.)
- Scholarship and bursary information
- Tuition deposit and payment information
- Residence requirements and applications
- Course selection/timetable creation information (late spring/early summer)

Supplementary Applications

You should review the supplementary requirements on the portal sites.

- Many universities require (or strongly recommend) a supplementary application, such as Queen's PSE, Ivey @ Western, TMU's Grades-Plus program, most Fine Arts and Concurrent Education Programs.
- **Be sure to read all email communication (on portal sites) from the universities you've applied to so you know whether there are additional requirements to your application.**
- Be aware of specific deadlines for any additional requirements!

Offers of Admission

Conditional Offers

- When you accept an offer, it is conditional upon meeting the requirements outlined by the university
- This means that you must continue to work hard right through to the completion of your semester 2 courses in June
- An offer WILL be revoked if you do not meet the conditions outlined

Alternate Offers

- Check with the university to see if they offer alternate offer to the programs you are applying. You do not have to apply to this alternate program, it happens automatically (i.e. Brock Phys.Ed ⇨ Rec. Program)
- Not all schools offer automatic alternative programs

OSAP

Everyone **SHOULD** apply for OSAP

- [OSAP](#) application will open in 2025
- Try out the [OSAP Aid Estimator](#) to see what you could be eligible for (an estimate)
- OSAP is comprised of government grants and loans (free money vs. money to pay back)
- You will need the annual income of your household

VOUCHERS

Please see your guidance counsellor if you need support in paying for the application fee. We are here to help you succeed.

CHECK OUT FOR UPCOMING EVENTS

- ★ [OUEVENTS](#) - Regional Fairs
- ★ Open Houses are happening in Oct & Nov!!!
- ★ [Connect – OUInfo](#) Get information from your chosen universities right to your inbox
- ★ SDSS' Post-Secondary Fair- Nov. 7th (6:30-9:00 p.m.)
- ★ [Student Life Expo](#) - Oct. 27: features a number of out-of-province universities



Have Questions?

Please book an appointment with your guidance counsellor through TeachAssist

Good Luck!!

