

Ontario University - Online Application Procedures 2019-2020



www.ouac.on.ca/ouac-101/

GETTING STARTED:

- Research programs using Ontario Universities Info (www.ontariouniversitiesinfo.ca)
- Watch the 'How to Apply to University' (available on Beal website, Guidance/College and University)
- Click on Undergrad (101) Online Application (for new applications and applications in process)
Note the '101 Resources' on the side of the page (How-to Videos, Common Questions, etc.)
- Click 'Apply Now'
First time logging on? You must first create a profile.
- Click 'Create MY OUAC Profile', at the bottom of the page
Make sure it is easy to remember you will use this from now on
- "My Access Codes". Enter your information from your Application Access Code Letter that includes:
your school #, student # and PIN (case sensitive). Be sure to keep this information private.
- Click 'Save'

**APPLICATION DEADLINE:
Wednesday, January 15, 2020**

COMPLETING YOUR APPLICATION

Note: "Help" links are located on most of the application screens or on the fields themselves.

Personal Information/Contact Information/Academic Background

- Ensure all information is accurate and complete. Legal given names must be provided. Nicknames, abbreviations and initials should **not** be used. Enter your email accurately, as this is how OUAC and the universities will correspond with you during application time.

Select Programs (Browse Programs/Program Choices)

- You may explore programs using the Search Options (University, Geographic Area, Program Grouping) or enter your desired program codes on one screen using the "FastTrack" option.
- Once you have selected a program you may view and confirm the admission requirements for the selected program.
- Then, for each program code chosen, you must complete the details screen. This includes indicating the "Subject of Major Interest" (if applicable), co-op options (if available), as well as details about anticipated start time.
- The program choices and details are then added to the online application.
- You may apply to as many Ontario universities/programs as you wish; however, only a maximum of three program choices at any one university (including the university's affiliates).
- Order your choices. Number program choices in order of preference. Numbering does not affect scholarship or admission consideration **unless** a university specifically states this in its literature.

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

You can see their fees in "real time" by clicking "Fee Details" (left hand side)

Additional University Details and Other Information

→ Complete the additional information required (i.e. years in high school, AP exams, etc.)

Current High School Information and Grades

- It is **your responsibility** to check the “*Current High School Information and Grades*” screen carefully.
- If you are taking a course through eLearning or night school, you are responsible for ensuring it shows here. (see Guidance)
- Check your on-line application for marks submission after final 1st semester final marks, 2nd semester mid-term and final marks in July.

YOU ARE RESPONSIBLE TO REPORT ANY ERRORS/OMISSIONS OF COURSES OR MARKS TO GUIDANCE.

Review and Submit

- Once all information has been added, click “*Review and Submit*”.
- All the information will be presented on one page for verification. Print this page for your records.
- Read the “*Applicant’s Declaration*” and click “*I Verify and Agree*” at the bottom of the screen.
 - **Be sure to include a valid email and remember your password for your email and OUAC accounts – you will receive all offers via email**

Payment Options

- You can pay by the following methods:
 1. **VISA/MasterCard/American Express:**
You will need the card number, expiry date and CVC number.
 2. **Online Banking: (Canadian Banks only)**
You will receive a bill payment account number from the OUAC when you submit your application. Contact their bank for further details.
- Choose your method of payment and click “*Continue*”. You will receive your OUAC reference number.

(Note: OUAC cannot process your application without the application fee.)

Finishing

- After the final “*Submit*” step, you will receive an **OUAC Reference Number** (2020-XXXXXX). Print this screen for you records.
- Save your OUAC Reference Number, as you will need to include this number when communicating with OUAC and the universities.
- The ability to view and/or make changes will be available one to two business days after the application is submitted and the application fee payment is received and processed.

MAKING CHANGES TO YOUR APPLICATION

- Please see video tutorials for making changes <https://www.ouac.on.ca/101-tutorials/#review>
 - You may view and/or make changes to your submitted 101 Online Application by logging in to your application account at: www.ouac.on.ca/ouac-101/
 - After 24 hours, verify your changes have been made by logging on to the website.
- (Note: Changing a program selection from one university to a different university will result in an additional \$50 fee.)*

NEED MORE HELP?

- Read the "FAQ" section and the 101 Application Guide on the website:
www.ouac.on.ca/ouac-101
- **Contact OUAC** Telephone: 519-823-1063 or www.ouac.on.ca/ouac-101

For further information on university applications, check the Guidance link at beal.tvdsb.ca