Applying Online to Ontario’s Universities

101 Online Application for Ontario High School Students

www.ouac.on.ca/ouac-101
Step 1: Get Your OUAC Access Codes

Your guidance counsellor will give you a confidential letter containing your access codes:

• Temporary PIN
• School Number
• Student Number

These numbers allow you to access your 101 Application.

Your PIN is confidential! Don’t share it with anyone else.
Step 2: Research Your University Options

- Visit OUInfo (ontariouniversitiesinfo.ca) to see what each university has to offer. Review the OUInfo Postcard.
- Read the 101 Application Guide (available at www.ouac.on.ca/guide/101-guide) for information about the universities and up-to-date program information.
- Check out university publications, websites and tours.
- Talk to counsellors, family, teachers and friends.
- Write down your program choices and codes, and keep them handy.
Step 3: Mark Your Calendar

• **October/November 2019:** Schools distribute Access Code letters for the 101 Online Application.

• **January 15, 2020:** Deadline to submit your completed application to the OUAC.

• **February 4, 2020:** Recommended last date to make changes to your application.

• **May 27, 2020:** Latest date you can expect a response to your application for admission.

• **June 1, 2020:** The earliest date you may be required to respond to an Ontario university offer of admission and give a financial commitment (e.g., registration deposit, residence deposit, etc.).
Step 4: Apply!

Access the application at: www.ouac.on.ca
Let’s Get Started!

Access the application directly at: www.ouac.on.ca/ouac-101
Creating an Account For the First Time

The first time you log in:
You will need to create an OUAC Account.
Your OUAC Account

Create Your Username and Password

Create a username that is easy for you to remember. You will use it to apply to all OUAC applications from now on.
Welcome and Access Codes

Welcome

Read important 101 news and reminders.

Search FAQs.

This application is only for current Ontario high school students who are applying to start undergraduate study in 2020 (January-September). All application fees are non-refundable.

If you have chosen the wrong application, return to the OUAC website to select another.

Here are some helpful tips to get you started:

- You will need your Application Access Code Letter with your school information and PIN. Please see your guidance office for assistance.
- Use the "Application Links" menu to submit your application in any order.
- Click "Review and Submit" at any time to view or update your application.
- Before you submit your application, you can review application and/or change information you have entered.
- After 20 minutes of inactivity, you will be prompted to log in again. Please be advised that your changes will not be saved.

Your OUAC Reference Number

You will be assigned an OUAC Reference number is application-specific and is not interchangeable with other services.

My Access Codes

- Required field
  - School Number
  - Student Number
  - Temporary PIN

Save

Review the helpful tips on the Welcome page and enter your access codes provided by your guidance counsellor to start your online application.
Navigating the 101 Application

“Help” links are located on most of the application screens or on the fields themselves.
Add Personal and Contact Info

Personal Information
- Title
- First Name (Legal Given Name)
- Middle Name(s)
- Last Name/Family Name
- Preferred/Commonly Used Name
- Former Last Name/Family Name
- Gender
- Date of Birth (Format: yyyy-mm-dd)
- Status in Canada (at time of applying)
- Country of Citizenship
- If not born in Canada, date of entry into Canada (format: yyyy-mm)

Contact Information
- My Email
- My Addresses
- My Telephone Numbers

Home address, mailing address and 1 phone number are required.

Proceed to Academic Background if you are satisfied with this information
Select Your Programs

These are the search options.

Enter an OUAC program code to use the Fast Track option.
Once You’ve Selected a Program

Complete the program details for each program selected.

View the Admission Requirements for the program
Order Your Choices

The choice order does not affect scholarship or admission consideration unless a university’s literature specifically states that it does.
Fees

The cost is $150 for the first 3 university/program choices and $50 for each additional choice.
Answer Questions

You must complete the Additional University Details and questions in the “Other Academic Information” section.

**Additional University Details**

- Required field

<table>
<thead>
<tr>
<th>University</th>
<th>Previous Year Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algoma University</td>
<td>Choose a year</td>
</tr>
<tr>
<td>Ryerson University</td>
<td>Choose a year</td>
</tr>
<tr>
<td>Trent University</td>
<td>Choose a year</td>
</tr>
</tbody>
</table>

**Other Academic Information**

1. **My total number of years in Ontario high schools (including current school year)**
   - Choose

2. **My total number of years in a Canadian school system**
   - Choose

3. **My total number of years in an English-language school system outside of Canada**
   - Choose

4. **In which country?**
   - Choose

5. **My International Baccalaureate (IB) program type (if applicable)**
   - Choose

6. **I intend to write (or have already written) an Advanced Placement Exam by June of the current school year**
   - AP exams are administered by The College Board in the United States.
   - Yes
   - No
Current High School Info/Grades

Please monitor and report errors to your guidance counsellor.

Current High School Information and Grades

Your high school has provided us with your applicable academic data throughout the year.

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

Note: If there is no information listed on this page, please continue to submit your application and contact your guidance counsellor.

<table>
<thead>
<tr>
<th>My High School Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Number</td>
</tr>
<tr>
<td>999999</td>
</tr>
<tr>
<td>School Name</td>
</tr>
<tr>
<td>OUAC Grades</td>
</tr>
<tr>
<td>Diploma Status</td>
</tr>
<tr>
<td>Unknown</td>
</tr>
</tbody>
</table>

This screen is “read-only”. 
Submitting Your Application

Review and Submit

Please review your information:

- Correct any errors or warnings by returning to the appropriate section of your application.
- Once satisfied that your information is accurate, read the "Applicant's Declaration".
- Click "I Verify and Agree" to proceed to payment.

Once you have successfully submitted your application, you will receive an OUAC Reference Number.

Warnings

- **5251**: Make sure you entered your name correctly. Do not use all capital letters.

This information was provided in Personal Information:

<table>
<thead>
<tr>
<th>Your Name and Other Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
</tbody>
</table>

Click to proceed to the payment screen.
Paying for Your Application

You can pay by the following methods:

1. **VISA/MasterCard/American Express:**
   You will need the card number, expiry date and CVV/CVC/CID number.

2. **Online Banking:**
   You will receive a bill payment account number from the OUAC when you submit your application.
Paying for Your Application

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

<table>
<thead>
<tr>
<th>Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card (VISA, MasterCard or American Express)</td>
</tr>
</tbody>
</table>

Prepaid credit cards and VISA debit cards are not accepted. **Important:** Do not click the "Back" button in your browser after you make your payment.

- More

| Online Banking (Canadian banks and credit unions only). This process usually takes 2-5 business days. |

- More

| Western Union Business Solutions - GlobalPay for Students (Bank to bank transfer for international payments only) |

- More

Continue

The OUAC cannot process your application without the application fee.
Finishing

• On the “Complete” page, print the screen displaying your OUAC Reference Number (2020-XXXXXX) and further instructions. You will also receive an email.

• Store your OUAC Reference Number, as you will need to include this number when communicating with the OUAC and the universities.

Complete

Hello, your application has been submitted. Your OUAC Reference Number is: 1234567.

Your application will be forwarded to your university choice(s) once the application service fee is successfully processed. All fees are non-refundable.
Request a Temporary Password

To request a temporary password, enter your username. A temporary password will be emailed to you and will expire 1 hour from the time sent.

* Required field

* Username

Recover your username

* Email Address

Request a temporary password  Cancel
Need Assistance?

Read the "FAQ" section and the 101 Application Guide on our website at: www.ouac.on.ca/faq-application/101/.

Contact us:
OUAC
170 Research Lane
Guelph ON  N1G 5E2

Telephone: 519-823-1063
Fax: 519-823-5232
Email: 101sup@ouac.on.ca

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