

SELF-DIRECTED TUTORIAL

APPLYING TO UNIVERSITY IN ONTARIO

VIA O.U.A.C Ontario Universities' Application Centre

Getting to the Website

- Ø Log on to www.ouac.on.ca
- Ø Choose 101 Application
- Ø Choose Ontario Secondary School Students (OUAC101)
- Ø Choose 101 Online Application
- Ø LOGIN

Creating Your Account

- Ø Open your confidential form and enter the information to create your account:

- School Number **736457**
- Student Number
- PIN Number

Browse Programs

- Ø Choose **Browse Programs**. There are 3 ways to begin your search:
 1. **By University** – see all first year programs available to high school graduates at that university
 2. **By Geographic Area** – see information regarding universities in an area (e.g. Southern Ontario)
 3. **By Program Grouping** – see all universities that offer a specific program (e.g. Nursing)

Ø Once you find a program of interest, scroll down and a 1 of the fields and choose **Add Program**. This will hold the program, but will not add it automatically to your application

Ø Go to **ADD PROGRAMS** and continue to add programs, until you are ready to narrow your choices to the ones you would like to apply to

Prepare Your Application

- Ø Once you have made all your program choices, and you are ready to finalize your application, proceed to:

- **Program Choices** – Add, change or delete the choices you want
- **Order Choices** – Prioritize the choices for yourself. If you choose more than one program at any university, be sure to prioritize them.
- **Personal Information** – Make any corrections, fill in blanks, authorize a parent/guidance counsellor as a contact, etc.
- **Address Information** – add the area code to your phone number, make any corrections. (leave no spaces) provide a **working email address**
- **Additional Questions** – answer all questions;
- **Academic Information** – make a guidance appointment if anything doesn't look right; **if you drop/add any course** to your existing timetable (including ILC, night school, online, summer school), **remind guidance to amend your application**. If you are planning to change courses for Semester 2, do it now before your application is sent out.
- **Online courses** will not appear in your grades file at this time. Once OUAC has received your application and payment, online courses will be entered manually by the Guidance department.

SUBMIT

- Ø When your entire application is accurate, choose the submit tab at the top of the Prepare Your Application screen. Review your entire application to ensure the information is accurate.

PAYMENT

- Ø Send a credit card number over the internet, pay via internet or telephone OR bring in a cheque or money order made out to OUAC for the amount indicated on your completed application to Student Services. By choosing this option you will be prompted to print a **remittance form**. This form must accompany your cheque or money order. We will send these by Purolator Courier on Tuesday, November 30. Remember, your application will not be processed until OUAC receives your payment.

FINISH

- Ø When you choose this button, a final page will appear that provides you with your **OUAC Reference Number** and a statement that your application was successfully transmitted. Print and keep this statement.

PLEASE MAKE SURE YOU:

1. Record your **OUAC Reference #** on the OUAC form. Keep your PIN and OUAC reference numbers in a safe place. You will need them to make any changes to your application, and to accept an offer of admission.
2. Complete and submit the **University Application Record** to Guidance.

DEADLINE TO SUBMIT AN APPLICATION FOR EQUAL CONSIDERATION IS JAN. 12, 2011