**How to Apply to University**

Use this reference sheet to apply to Ontario universities using OUAC’s online application system. To complete this application, **you must have your letter from guidance that lists your PIN**. Letters are available for pick up in the guidance office beginning Friday October 27, 2017.

First, log in:

* Go [**www.ouac.on.ca/ouac-101/**](http://www.ouac.on.ca/ouac-101/)
* Click on “101 Online Application”
* Under the section “Using your Application Access Code Letter”, type your School Number, Student Number, and PIN into the applicable boxes (remember that the PIN is case-sensitive)
* Read the “statement of understanding”, check the box, and then click “Log in now”
* When you first log in, you must change your PIN to a personal password. Use your password (instead of your PIN) the next time you log in.

Then, select your program of interest:

* To begin, go to either “Program Choices” where you can click “Add New Program” or click “Browse Programs” in the navigation bar
* Search by “University” and then select the program that interests you – read all the details.
* “Expected Date of Enrollment” is the date on which you wish to start classes.
* Select a “Subject of Major Interest” if one is available for the program you are applying to
* Fill in the “Previous Year Applied” only if you have applied to this university in past years.
* Check if you are interested in living in residence

Note: Other programs may have additional program detail fields that you will need to complete (for example, “Co-op option”) but it will depend on the program.

* Once all this information has been completed, **click “Add Program”.**
* From here, you can choose to add a new program, you can delete a program, or you can select “Change” to go back into the Program Details screen and change your options.
* You can log in and out as many times as you wish, until you actually “Submit” your application; your choices will be saved.

Next, you can prepare to submit your application:

* Navigate along the top menu to complete each section:
	+ In “Order Choices”, you must place your programs in order of choice. To save the order of your choices, click “Proceed with Numbered Selections”. Then, select “Proceed to Personal Information” to move on to the next section or use the navigation bar at the top.
	+ In the “Personal Information” section, verify the information and update it as necessary. To save your changes, select “Save and Continue”. Your saved information will then be displayed – double-check it, and then move on to the next step.
	+ Complete the “Address Information” section as you did the previous section. Make sure that you provide a valid email address because email is the primary mode of communication between the universities, the OUAC, and applicants. You will receive your OUAC acknowledgement email, university offers of admission, and other important information via email.
* After checking all your information, save your changes by clicking “Save and Continue”. Verify your information, and then “Proceed to Additional Questions”.
* Respond to each additional question, and then save your changes. Verify your answers again, and if you’re satisfied, go to the next step – Academic Information.
* Your academic information has been provided by your secondary school. Verify your grades information for accuracy. You cannot change this data yourself, but if you see anything that is incorrect, make a note of it, and then inform your guidance counsellor – they will update the information for you.

**At this point, you have completed all the information necessary to submit your application. Note that you can go back to any of these steps, at any point, before submitting the application.**

**When you’re ready to submit, click the “Submit” button at the top right of the screen.**

Finally, pay for your application:

* Verify your information and total amount owing. Make any changes necessary and then press “Submit”.
* Next, make sure you read and understand the “Applicant’s Declaration” section and then click “I Verify and Agree” to proceed to the payment screen.
* Payment is accepted by credit card (Visa, MasterCard, or American Express) or by online or telephone banking.
* Choose your payment option and hit “Continue” to fully submit your application.

**NOTE: You will immediately receive an OUAC Reference Number. Print this page for your records. You must include this OUAC Reference Number on all communication with the OUAC or the universities.**

Follow up on your application:

* One business day after your fees are processed, we recommend that you log in to your application to review your submissions.
* Once you have logged in, you will be able to add and delete program selections, change your application information (with the exception of grades information) and also respond to university offers of admission.
* Remember, if you pay by online or telephone banking, you will not have access to your application until the payment reaches the OUAC and is processed – it will take longer than if you pay online by credit card.

***Congratulations! You have now successfully applied to university!***

Notes or Questions from the Presentation: