Applying Online to Ontario's Universities

101 Online Application for
Ontario High School Students

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

Step 1: Your OUAC Access Codes

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

❑ **PIN (Personal ID#)**
❑ **School Number**
❑ **Student Number**

Your PIN is confidential!
Don't share it with anyone else.

These numbers allow you to access your 101 Online Application.

Step 2:
Research Your University Options

❑ Visit **eINFO** (www.electronicinfo.ca) to see what each university has to offer. Read the eINFO flyer.

❑ Read the **101 Instruction Booklet** and the 101 Addenda (available at www.ouac.on.ca/ouac-101/) to get the most 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 2015:** Schools distribute Access Code Letters for the 101 Online Application.

- ❑ **January 13, 2016:** Latest date to submit completed online applications to the OUAC.

- ❑ **February 5, 2016:** Recommended last date to make changes to your application.

- ❑ **May 27, 2016:** Date by which the universities must respond to your application for admission.

- ❑ **June 1, 2016:** Earliest date by which the universities may require a response to offers of admission and a financial commitment.

Paying for Your Application

You can pay by:

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 as soon as you submit your application.

Let's Get Started!

Access the online application at:
www.ouac.on.ca/ouac-101/

Logging in to the 101 Online Application

Application 101

Ontario Universities' Application Centre

Undergraduate Application for Current Ontario Secondary School Students

> **Account**
> Log In

You are not logged in.

Application Links
- Main
- > Account
- Browse Programs

Help Links
- About 101
- Application Information
- Offers of Admission
- OUAC and Privacy
- Applicant Responsibilities
- Contact Information
- Home

NOTE: Offers of admission are updated once daily between 2 and 3 a.m. Monday through Saturday.

Please note: By clicking on the "Log in now" button below, you are accepting the following terms and conditions:

1. Your personal information will be stored on the OUAC site for your continued use, and will be accessible to you until you submit the application.
2. If you do not submit an application from this account, your entire account and all related personal information will be destroyed and/or deleted in September.
3. Only OUAC personnel will have access to this information, in order to respond to your questions during the application process.
4. Only you may assume/handle your personal account or application.
5. Your user ID and/or OUAC Reference Number and password are not valid for any other current year or future applications.

Please review the "Declaration and Notice of Collection, Use, Disclosure and Treatment of Your Personal Information Provided as Part of Your Application". If you submit this application, you will be required, at the time of submission, to accept the terms and conditions in this statement.

Your account is your own personal application file on this site. Use your access codes to log in. Access information can be obtained from your guidance office.

Using your Application Access Code Letter:	Already submitted your application?
School Number	OUAC Reference Number ?
Student Number	Applicant View ** Internal Only Feature **
PIN / Password	Password

If you have changed your PIN to a password, you must use your password to log into your account.

Forgot your PIN? See your guidance office.
Request a temporary password

To begin:

Log in to your online application using the Confidential Access Codes provided by your guidance counsellor.

Changing your PIN to a Password

❑ You will find your **PIN** in the Access Code Letter provided by your guidance counsellor. The PIN is case sensitive.

❑ The first time you log in to the 101 Online Application, you must change your PIN to a personal password.

❑ Make a note of this password for your records, and use it instead of your PIN the next time you log in.

Navigating the 101 Online Application

Application 101

Program Choices	Order Choices	Personal Information	Address Information	Additional Questions	Academic Information	Submit

You are logged in as
UACS31
123456789012

Application Links
- Main
- Account
- Browse Programs
> My Application

Help Links
- About 101
- Application Information
- Offers of Admission
- OUAC and Privacy
- Applicant Responsibilities
- Contact Information
- Home

The top navigation bar on each screen guides you through the application.
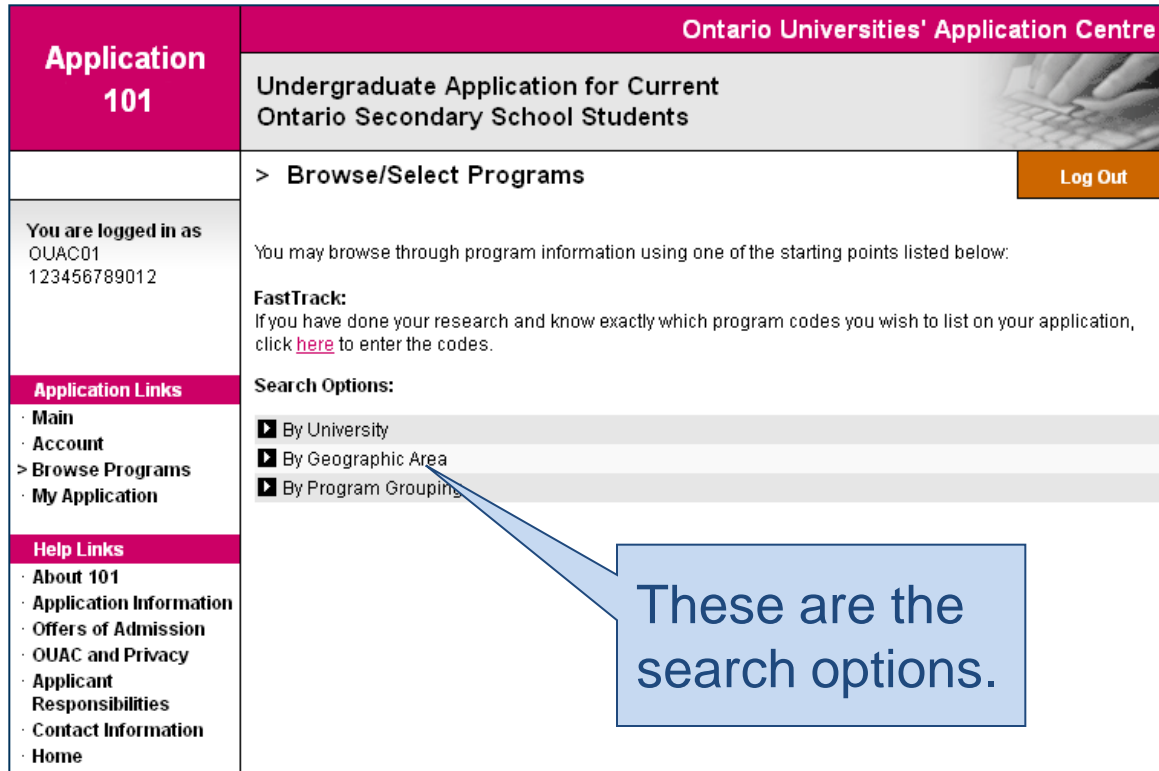
? Help

"Help" links are located on most of the application screens.

Selecting Your Program

Not sure where to apply?

Use the various "Search Options" provided.

These are the search options.

The FastTrack Option

To use the **FastTrack** option, enter one OUAC program code per box.

Enter OUAC program codes here.

Once You've Selected a Program:

Complete the program details for **each** program selected.

Select the "Help" link at any time for more information.

The Final Steps

Once you've selected your programs, you're ready to prepare and submit your application following these six steps:

1. Review your selected programs.

3. & 4. Your school may have already provided much of this data. Check it for accuracy and make changes where necessary.

5. The universities require you to answer nine questions. (Don't worry – they're easy!)

Universities' Application Centre

dergraduate Application for Cur
tario Secondary School Studen

My Application

Log Out

| Program Choices | Order Choices | Personal Information | Address Information | Additional Questions | Academic Information | Submit |

2. Number your choices in order of preference. This doesn't affect admission or scholarships unless the university specifies this in their literature.

6. Review and report errors to your guidance office.

Ontario Universities' Application Centre

Academic Information

Please report errors to your guidance counsellor.

This screen is "read-only".

Submitting Your Application

Paying for Your Application

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

The OUAC cannot process your application without the application fee.

Finishing

❑ Print the screen displaying your **OUAC Reference Number** (2016-XXXXXX) and further instructions; it's the screen after the final "Submit" step.

Application 101	Ontario Universities' Application Centre
	Undergraduate Application for Current Ontario Secondary School Students

> **Application Complete**   Log Out
> Complete

Ima Applicant, your application has been submitted. Your OUAC Reference Number is:

You are logged in as
999999
988888888888

If you wish to change your method of payment, you must wait one to three business days to access the application.

Your application will be forwarded to your university choice(s) once the application service fee has been successfully processed. **All fees are non-refundable.**

❑ Store your OUAC Reference Number and password in a safe place. You will need them to log back in to your application to review your information, make changes, and respond to offers of admission.

Ontario Universities' Application Centre

Need Assistance?

Read the "Common Questions" and other information on our website at: **www.ouac.on.ca/ouac-101/**.

Contact us:

OUAC
170 Research Lane
Guelph ON N1G 5E2

Telephone: 519-823-1063

Fax: 519-823-5232

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