














Sir Allan MacNab Secondary School



Applying to Ontario's Universities Sir Allan MacNab Student Checklist

-  Refer to ontariouniversitiesinfo.ca or the Status Sheet given to you by your counsellor to make sure you have the necessary prerequisites for your program.
-  Use the Compass 101 Booklet to find your program codes and any other university specific information. The 101 Booklet is found at www.ouac.on.ca/101/
-  Have your program choices and codes ready for your on-line application
-  Make sure that you use your legal first and last name to apply
-  Have a valid e-mail account
-  Have a Social Insurance Number (SIN)
-  Know your correct address and postal code
-  Online application payment options:
-  Have a VISA or MasterCard number, including expiry date and security number on the back of the card (you must pay on-line when you apply). Please note that Prepaid credit cards are not accepted.
-  Online banking through **selected** Canadian banks and credit unions. You will receive a **bill payment account number** from the OUAC as soon as you submit your application.
-  **PLEASE NOTE: Your OUAC application is through the school you were attending in October of this year. If you transfer to another school from approximately the end of September on, you must advise the Student Services department in your new school to request your OUAC information from your previous school. This is your responsibility.**



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- Go to www.ouac.on.ca
- Click on **UNDERGRAD 101** (Current Ontario High School Students)
- Click on **Apply Now**
- The first time you log in, you will need to create an OUAC Profile. Click “create My OUAC Profile”. Fill in your personal information using your legal name (you will need a valid email address). Create Username and Password (pay close attention to requirements – upper case, number, & symbol). **You will use this to apply to all OUAC applications.**
- Read the “Welcome” screen. Click **Continue**
- Confirm your identity by completing “My Access Codes” – **school number, student number and temporary PIN (case sensitive)**. **Keep these codes, your username and your password for later use.** Do **not** share these codes!
- Click **OK** to continue
- Add your personal and Contact Info (under **Application Links** – found on the left-hand side of your screen). Remember to complete/check Academic Background and Current High School Information and Grades. Some of this information may have been provided by MacNab – check for accuracy! Click **Proceed** if satisfied with the information.
- Select Your Programs. Make sure you have done your research and read all the information, **VERY CAREFULLY**. You can use the search option by Program Category or you may use the Fast Track option by entering the OUAC code.
- Review and submit your application. Read the Applicant’s Declaration. Click “**I Verify and Agree**”.
- Complete the **PAYMENT** screen. Choose the payment option. You will receive your OUAC Reference Number. **PRINT** the screen displaying your **OUAC Reference Number (2020-xx-xxx)**. You will also receive an email indicating you have successfully submitted your application.



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Information for Students Applying to Ontario Universities

- PIN Numbers are now available to be picked up in Student Services.
- The deadline for Ontario Secondary School students to submit their completed applications to OUAC is **JANUARY 15, 2020**.
- February 4, **2020** is the recommended **last** date for students to submit **university** and program changes and additional active choices to the OUAC to be considered for early **admission**. Note: This is a recommended deadline.
- You can choose up to **three** initial choices – covered by the base application fee of **150**. Additional choices beyond the initial three may also be selected for an additional cost of **\$50 per choice**.
- You are **allowed a maximum of three program selections at any one university**, including affiliated colleges.
- Certain universities may further limit the number of choices at their institution.
- You must carefully **note the prerequisites for your university program choices** by referring to each specific university website, www.ouac.on.ca and www.electronicinfo.ca
- The original application procedure will include the collection by the OUAC of all final grades from previous Grade 11 and 12 courses and a listing of all current year courses in progress. **It is your responsibility to verify that your current year courses (including any additional non-day MacNab courses) are correct.**
- Only demographic information is uploaded to the universities in October of each year. All final semester one, mid-term semester two, and final semester two grades will be submitted to the OUAC by our school.
- **It is your responsibility to verify that your current year courses (including any additional non-day MacNab courses) are correct.**
- May 27, **2020** is the **latest** date all high school applicants can **expect a response** from an Ontario **university**. This includes an offer of admission; a refusal; or a deferral, once additional information is received.
- June 1, 2020, is the **earliest date Ontario universities may require a response to an offer of admission** and a financial commitment of any kind (e.g., registration deposit, residence deposit).
- You must make note of your access code (OUAC Reference Number and PIN) as you will need them to log on to “Review and Change our Completed Application”.
- You should keep a folder to organize all your pertinent information required in the university application process.

The “Tutorials” found on the OUAC 101 Application Homepage are an excellent resource for you. The following tutorials are available: i) Apply Online; ii) Review & Change Your Online Application; iii) Responding to Offers of Admission