



Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

www.ouac.on.ca/undergrad-guide



UNDERGRAD



LAW



MEDICINE



REHAB



TEACHER ED



Ontario Universities'
Application Centre

Step 1:

Research Your University Options

- Visit **OUIInfo** (www.ontariouniversitiesinfo.ca) to find what each university has to offer.
- Read the **Undergraduate Application Guide** (available at www.ouac.on.ca/undergrad-guide) for up-to-date information about universities and programs.
- Check out university publications and websites.
- Talk to counsellors, family, teachers and friends.
- Write down your program choices and codes and keep them handy.

Step 2: Get Your OEN

You will need your Ontario Education Number (OEN) to apply.

The OEN is a 9-digit, unique identification number assigned to elementary and high school students across the province.

You can find your OEN on your report card. Your high school guidance counsellor will also have it on record.

Step 3: Mark Your Calendar

- **Late September 2023:** The Undergraduate Application opens.
- **January 15, 2024:** Deadline to submit your completed application to the OUAC.
- **May 29, 2024:** Last day you can expect a response from an Ontario university if you applied by the January 15 deadline.
- **June 3, 2024:** The earliest day you may be required to respond to an offer and give a financial commitment (e.g., registration or residence deposit).

Step 4: Apply!



Ready to Apply?

Once you've decided which programs you're interested in, it's time to start your application to Ontario's universities.

Apply Now



UNDERGRAD



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Access the application at:

www.ouac.on.ca

Creating an Account For the First Time

Log In

Username  (required)

[Recover your username](#)

Password (required)

[Forgot your password?](#)

Create Account

Notes:

- You will use your username and password in all OUAC applications.
- Do not create more than 1 account.
- Do not use an account created by someone else.

[Create My Account](#)

The first time you log in, you will need to create an account.

The Hub

The screenshot shows the QUAC Ontario Universities' Application Centre website. At the top left is the QUAC logo. To its right are four navigation icons: HUB (a network icon), MESSAGES (an envelope icon), MY FEES (a dollar sign icon), and PROFILE (a person icon). Below the navigation is a dark grey header with the text "My Undergraduate Hub" and a network icon. The main content area features a large banner with a background image of a road and red sneakers. The banner contains the text "START HERE" in large white letters and a blue button labeled "Start Application". To the right of the banner is a "My Recent Messages" section showing "No messages" and an "FAQs" section. At the bottom is a red navigation bar with five buttons: "Help Links" (with a question mark icon), "Contact Us" (with a speech bubble icon), "Application Guide" (with a document icon), "My Responsibilities" (with a checklist icon), and "Privacy" (with a padlock icon).

The Hub is where you can access the different parts of your application and your Message Centre, and find a summary of the information you have added.

Welcome Page

The screenshot shows the QUAC Ontario Universities' Application Centre interface. At the top, the logo and name are on the left, and navigation icons for HUB, MESSAGES, MY FEES, and PROFILE are on the right. The main content area is titled 'Welcome Timothy!' and includes a 'Welcome' button in the sidebar. The central text provides helpful tips: reviewing the application guide, watching how-to videos, checking the message centre, and saving application information. An application status sidebar on the right shows 'My Personal Details' and 'My Background' as 'Not started'. A callout box highlights the helpful tips.

QUAC Ontario Universities' Application Centre

HUB MESSAGES MY FEES PROFILE

Home > Undergraduate > Welcome

UNDERGRADUATE

Quick Links

Welcome

Welcome Timothy!

Here are some helpful tips to get you started:

- Review** [Review the Undergraduate Application Guide and FAQs.](#)
- Watch** [Watch the How-to Videos for step-by-step instructions.](#)
- Check** [Check the Message Centre often for updates and reminders.](#)
- Save** **Saving Your Application Information**
Click "NEXT" on each page to save your information and continue.
Before you submit your application, you can log out and return to review and edit the have saved.

Note: After 20 minutes of inactivity, you will automatically be logged out of your application and your cha saved.

Application Status

- 1 My Personal Details** Not started
- 2 My Background** Not started

Review the helpful tips on the Welcome page.

Navigating the Application

The screenshot displays the OUAC (Ontario Universities' Application Centre) interface. At the top left is the OUAC logo and name. On the top right are icons for HUB, MESSAGES, MY FEES, and PROFILE. Below the header is a breadcrumb trail: Home > Undergraduate > My Personal Details > The Basics. The main content area is divided into three columns. The left column, titled 'UNDERGRADUATE', contains 'Quick Links' with buttons for 'Welcome', 'My Personal Details' (selected), and 'The Basics'. The middle column, titled 'The Basics', includes a 'Help' button and a 'Name' section with instructions and input fields for First/Given Name (Timothy), Middle Name(s) (Allen), Last/Family Name (Smith), and Former Last Name/Family Name. It also has a field for preferred name in university correspondence. The bottom section is 'Other Personal Information' with fields for Date of Birth (Year: 20, Month: July, Day: 16) and Gender (Choose). The right column, titled 'Application Status', shows a vertical list of four steps: 1. My Personal Details (In progress), 2. My Background (Not started), 3. My Choices (Not started), and 4. My Supporting Documents (Not started). Two large yellow brackets are overlaid on the image, one on the left side of the 'The Basics' section and one on the right side of the 'Application Status' section.

My Personal Details

My Personal Details

The Basics

Citizenship and
Language

Applicant Diversity
Census

➔ Contact Details

Contact Details

Address

Home Address
11 Leaner Street
Belleville, Ontario, N1G5E2
Canada



Mailing Address
11 Leaner Street
Belleville, Ontario, N1G5E2
Canada



Telephone

Mobile
5555555555

+ Add Telephone

You are not able to submit your application until you verify your email address.

Email Address

Email has not been verified



My Background – Education

Education

Help

Provide information about **all** institutions where you have registered in 1 or more high schools. Institutions include, but are not limited to, regular day schools, private schools, and home schools.

Have you attended a postsecondary institution? (required)

Yes

No

High School

You do not need to include institutions where your home high school registers you for dual credit, Specialist High Skills Major, e-learning through a consortium.

Bayside Secondary School Belleville

Belleville - ON

2020-09 to 2024-06



+ High School

Provide information about **all** institutions where you registered in 1 or more high school courses.

Provide information about postsecondary courses you took as part of an enrichment or dual credit program.

My Background – Tell Us More

Have you already achieved your Ontario Secondary School Diploma (OSSD), or will you achieve it by the end of the current school year? (required)

Yes
 No

Ontario Education Number (OEN) ? (required)

Ontario Education Number (OEN): Required field.

Your total number of years in an English-language school system outside of Canada (required)
If this question does not apply to you, choose "Not Applicable".

Not Applicable

In which country?

Choose

Do you intend to write (or have you already written) an Advanced Placement exam by June of the current school year? ?

Choose

My International Baccalaureate (IB) program type (if applicable)

Choose

Some fields are required. Select "Yes" to indicate you will achieve your OSSD, then add your OEN.

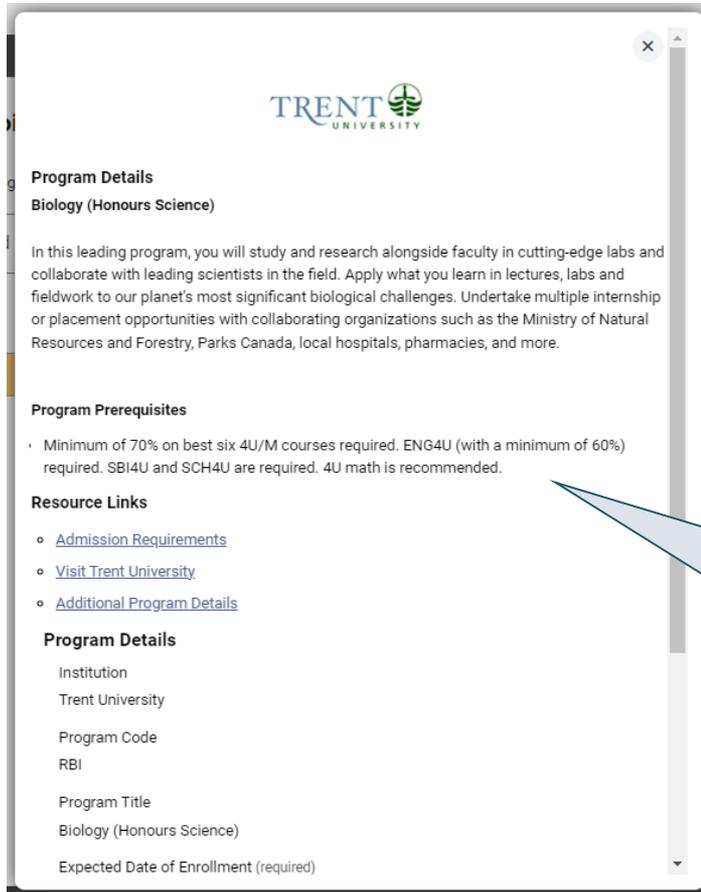
My Choices

The screenshot shows a grid of university logos and names. In the top right corner, there are two links: [By Geographic Area](#) and [By Program Code](#). A callout box in the center-right of the grid contains the text: "You can search for programs by university, geographic area or program code." The grid contains the following universities:

- Algoma University
- Brock University
- Carleton University
- University of Guelph
- University of Guelph-Humber
- Lakehead University
- Laurentian University / Université de Hearst
- McMaster University
- OCAD University
- Université de l'Ontario français
- Ontario Tech University
- University of Ottawa / Saint Paul University

After You Have Selected a Program

Complete the program details for each program selected.



TRENT UNIVERSITY

Program Details
Biology (Honours Science)

In this leading program, you will study and research alongside faculty in cutting-edge labs and collaborate with leading scientists in the field. Apply what you learn in lectures, labs and fieldwork to our planet's most significant biological challenges. Undertake multiple internship or placement opportunities with collaborating organizations such as the Ministry of Natural Resources and Forestry, Parks Canada, local hospitals, pharmacies, and more.

Program Prerequisites

- Minimum of 70% on best six 4U/M courses required. ENG4U (with a minimum of 60%) required. SBI4U and SCH4U are required. 4U math is recommended.

Resource Links

- [Admission Requirements](#)
- [Visit Trent University](#)
- [Additional Program Details](#)

Program Details

Institution
Trent University

Program Code
RBI

Program Title
Biology (Honours Science)

Expected Date of Enrollment (required)

View the admission requirements for the program.

Order Your Choices

My Choices

You can drag and drop or manually change the Choice Number to rank your choices.

+ Add Program

Active Choice

Choice Number: 01

Trent University - Biology (Honours Science)

Program Code: RBI
Expected Date of Enrollment: 2024 Fall (September)
Expected Course Enrollment: Full-Time
Year Level: First Year

Active Choice

Choice Number: 02

University of Ottawa - UO: Biologie

Program Code: OZU
Expected Date of Enrollment: 2024 Fall (September)
Expected Course Enrollment: Full-Time
Co-op: Yes
Year Level: First Year

Active Choice

Choice Number: 03

Wilfrid Laurier University - Biology (BSc) Programs, Waterloo Campus

Program Code: UE
Expected Date of Enrollment: 2024 Fall (September)
Expected Course Enrollment: Full-Time
Subject of Major Interest: Biology
Year Level: First Year

Academic Information

Monitor and report errors to your guidance counsellor.

Academic Information

You will see all academic information, including grades, sent by your high school submitting your application.

[Back](#) [Next](#)

Academic Information

Carefully review the academic information your high school has provided to the

✓ Academic Information Received

Bayside Secondary School Belleville
Status: Academic Information Received
Date Received: Aug 14, 2023

Your high school provides us with your academic data throughout the school year.

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

My High School Information

MIDENT
893803

School Name
Bayside Secondary School Belleville

Diploma Status
Will achieve OSSD by end of current school year (OSS)

OSSD Issue Date

Literacy Requirement
N/A

Community Involvement
Not Reported

This screen is read-only.

Document Upload

Documents

Proof of Canadian Citizenship 

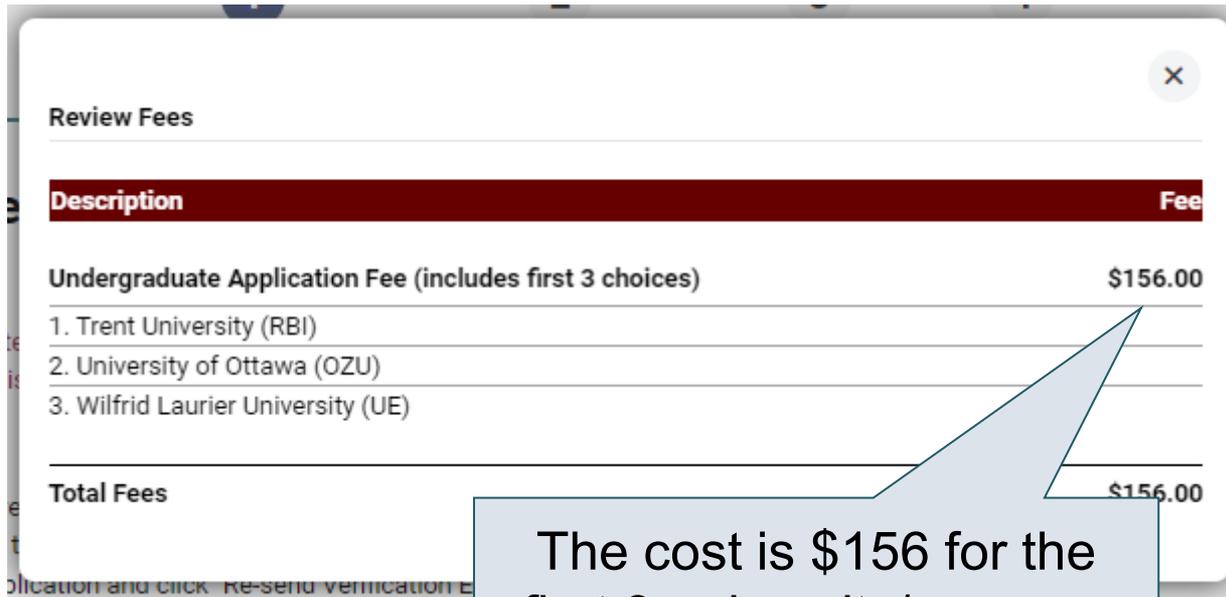
Documents you can upload to confirm your status of Canadian citizen:

- Canadian passport OR
- Canadian birth certificate + government-issued photo identification

 Upload a Document

You can upload documents that support your application, as specified by your university choices.

Fees



The screenshot shows a 'Review Fees' window with a table of fees. The table has two columns: 'Description' and 'Fee'. The first row shows 'Undergraduate Application Fee (includes first 3 choices)' with a fee of '\$156.00'. Below this, three universities are listed: '1. Trent University (RBI)', '2. University of Ottawa (OZU)', and '3. Wilfrid Laurier University (UE)'. A 'Total Fees' row at the bottom shows '\$156.00'. A callout box points to the '\$156.00' fee for the first three choices.

| Description | Fee |
|---|-----------------|
| Undergraduate Application Fee (includes first 3 choices) | \$156.00 |
| 1. Trent University (RBI) | |
| 2. University of Ottawa (OZU) | |
| 3. Wilfrid Laurier University (UE) | |
| Total Fees | \$156.00 |

The cost is \$156 for the first 3 university/program choices and \$50 for each additional choice.

Review and Payment

1 ——— 2 ——— 3 ——— 4

Review Summary Applicant's Declaration Payment Confirmation

Review Summary

You are steps away from sending your information to the universities you chose.
Review this application summary to ensure all your information is correct.

Warnings

- Make sure you entered your name correctly. Do not use all capital or all lower case letters.
- Please return to [My Choices](#) -- You did not provide previous university history for the following institutions:
 - University of Ottawa
 - Trent University
 - Wilfrid Laurier University

My Personal Details ✔ ✖

| | |
|---|--|
| The Basics | Contact Details |
| Full Name Timothy Allen Smith | Home Address 11 Leaner Street Belleville, Ontario, N1G5E2, Canada |
| Former Last Name/Family Name | Mailing Address 11 Leaner Street Belleville, Ontario, N1G5E2, Canada |
| What name do you prefer to be called in university correspondence? | |

Paying for Your Application

1 — 2 — **3** — 4
Review Summary — Applicant's Declaration — **Payment** — Confirmation

Payment

Review Fees

| Description | Fee |
|---|-----------------|
| Undergraduate Application Fee (includes first 3 choices) | \$156.00 |
| 1. Trent University (RBI) | |
| 2. University of Ottawa (OZU) | |
| 3. Wilfrid Laurier University (UE) | |
| Total Fees | \$156.00 |

Choose Payment Method

Credit or Debit/Credit Card   

Online Banking 

International Banking (Flywire) 

Third-Party Voucher Code 

Total Owing \$156.00

Previous: Applicant's Declaration Next: Enter payment details

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

The OUAC cannot process your application without the application fee.

Submitting Your Application

- On the Complete page, print the screen displaying your OUAC Reference Number (2024-XXXXXX) and instructions. You will also receive an email.
- Record your OUAC Reference Number, as you will need to include it when communicating with the OUAC and the universities.

Complete

You are now logged out of your account.

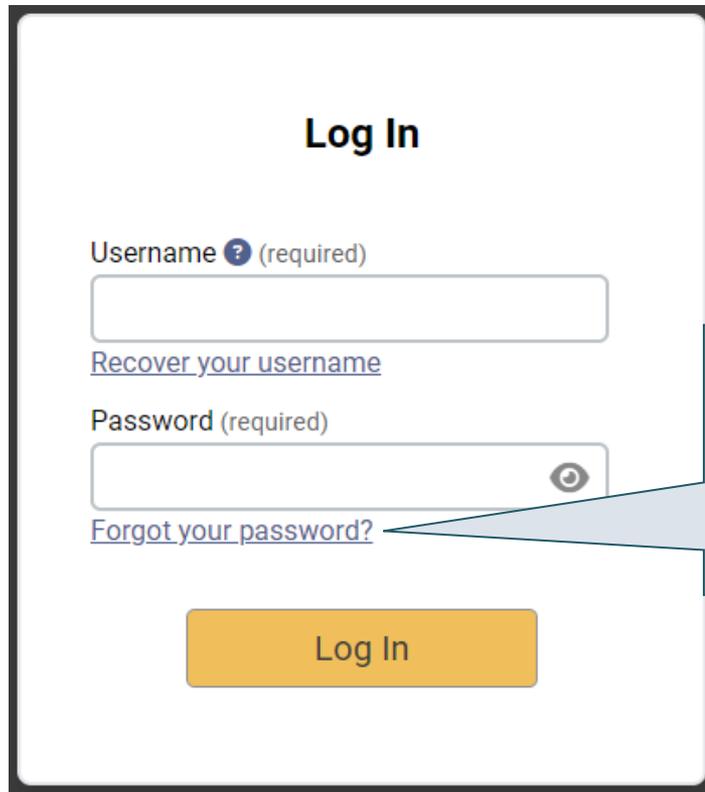


Timothy Smith, your application has been submitted.
Your OUAC Reference Number is: **2024-010077**
All fees are non-refundable.

What Now?

- You will receive an email with your confirmation number that outlines your next steps.
- Applications are sent to the universities in the mornings, Monday to Friday.
- Check your Hub for updates.

Reset Your Password



Log In

Username  (required)

[Recover your username](#)

Password (required)

[Forgot your password?](#)

Log In

If you forget your password, click “Forgot your password?” on the Log In page.

Need Help?

Read the FAQ section on our website at: www.ouac.on.ca/faq.

Contact us:

OUAC

170 Research Lane

Guelph ON N1G 5E2

Telephone: 519-823-1063

Fax: 519-823-5232

Email: undergrad@ouac.on.ca

Website: www.ouac.on.ca/undergrad-guide