



Editing Your Completed Application

Undergraduate Application

Instructions for Ontario High School Students

www.ouac.on.ca/undergrad-guide



UNDERGRAD



LAW



MEDICINE



REHAB



TEACHER ED

After You Have Applied

You can log back in to your application to:

- Pay your application fee, if you have not already done so.
- Review all the application information you provided to the OUAC.
- Make changes to your personal information and program choices (once your fees have been received and processed).
- Respond to university offers of admission.

Accessing Your Completed Application

The image shows a screenshot of the OUAC website. At the top left is the OUAC logo and the text "Ontario Universities' Application Centre". To the right are navigation links: "Planning for University", "Undergrad Applicants", "Professional Applicants", and "Getting Help". Below the navigation is a banner with a photo of two students. The banner text reads "Apply to an Undergraduate Program at an Ontario University" and "Check out our new, easy-to-use Undergraduate Application." Below this text are two buttons: "Apply" and "Search Programs". A yellow circle highlights the "Apply" button. To the right of the banner is a "Log In" form. The form has a "Username" field with a question mark icon and "(required)" text, followed by a "Password" field with "(required)" text and an eye icon. Below the password field is a link "Forgot your password?". A yellow circle highlights the "Log In" button at the bottom of the form.

Apply to an Undergraduate Program at an Ontario University

Check out our new, easy-to-use Undergraduate Application.

Apply Search Programs

Log In

Username ? (required)

Enter your username

Password (required)

Forgot your password?

Log In





Use the same URL that you used to access the application for the first time:



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


Changing Your Method of Payment

If you chose online banking as your method of payment, you can change to pay by credit or debit card after 1 business day.

Choose Payment Method

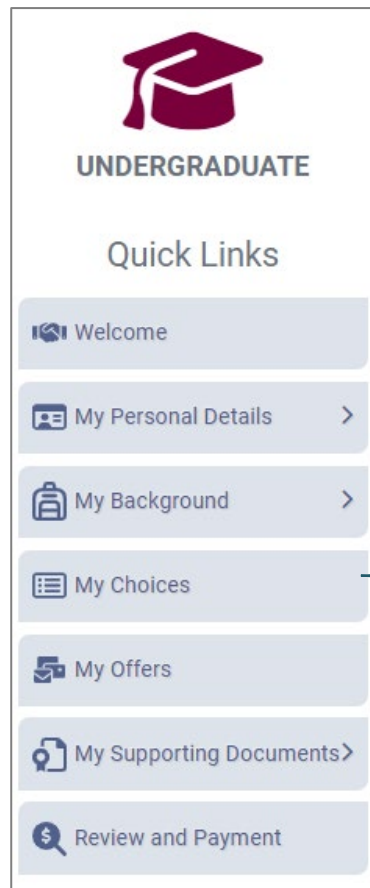
Credit or Debit/Credit Card    

International Banking (Flywire)  

Third-Party Voucher Code 

Note: During peak times, it can take up to 1 week to process your application once you submit payment. After that time, you can log in to your application to review or make changes.

Modifying Your Application



Use the Quick Links menu to navigate between sections.

Change Personal and Contact Information (1 of 2)

The Basics

[Help](#)

Name

Enter your name as it is written on your passport, health card or other official document. You cannot change your **name or date of birth**, [contact the OUAC](#) for assistance.

First/Given Name (required)
Timothy

Middle Name(s)
Allen

Last/Family Name (required)
Smith

Former Last Name

What name do you prefer to be called in university correspondence? [?](#)

Other Personal Information

Date of Birth (Format: yyyy-mm-dd) (required)
2006-07-16

Gender (required)
Cisgender Man (Male)

Have either of your parents/guardians attended a university or college?
Choose

You are not able to change your first name, last name or date of birth.


If this information needs to be changed, contact us at: undergrad@ouac.on.ca.

Change Personal and Contact Information (2 of 2)

Email Address

email@email.com

Email has been verified.



Back

Next

Verify that your email address is correct. Add your university choices to your email account's "contact" or "safe senders" list to ensure that all messages are delivered to your inbox.

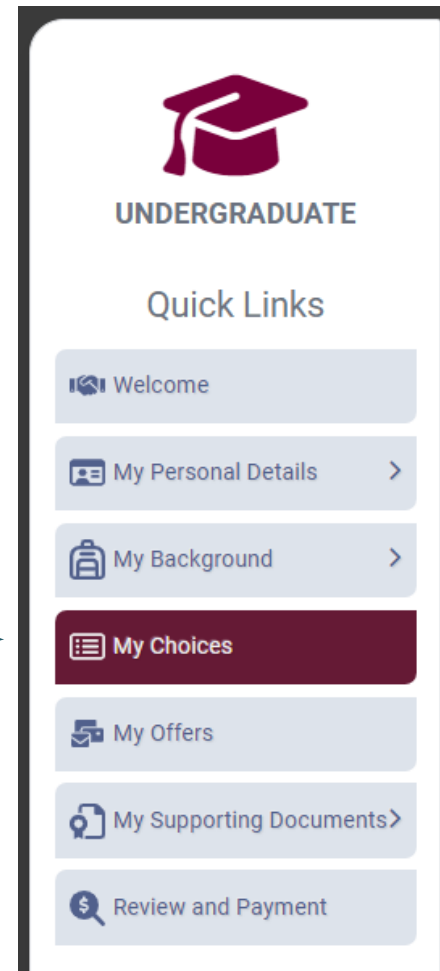
As you make edits to your application information, be sure to submit all changes.

Adding New Programs

Click “My Choices”,
select the program
you want and enter
the program details.

Click “Save Program”.

You will then be
returned to the My
Choices page.



Withdrawing an Existing Choice

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:	
Expected Date of Enrollment:	
Expected Course Enrollment:	
Year Level:	

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
Year Level:	Yes
Year Level:	First Year

Click the trash can icon to withdraw your choice.


Making Changes to Your Existing Choices

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



To change details of an existing choice, click the edit icon.

For a university or program choice that is already on your application, you may change only the details that you specified initially.

Note: If you have an active offer or have accepted a university offer of admission, you will not be able to change the program details.

Responding to a University Offer of Admission

My Offers

Congratulations - You have 2 offer(s)
Offer notes

Offer	Alternate
Trent University - Biology (Honours Science) - For Choice 01 Program Code: RBI Offer Description: Congratulations! Expires: 2024-05-31	Univ... Code: Description: Expires: 2024-06-01

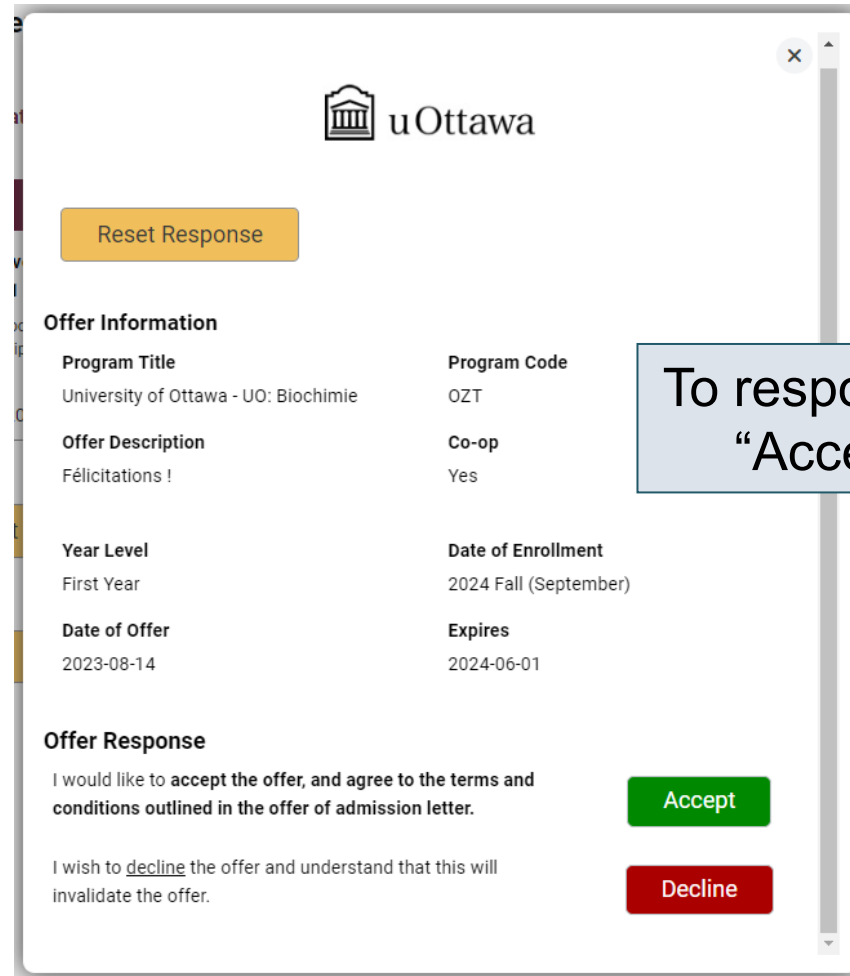
Reset Responses

Back Next

To respond to a university offer of admission, click “My Offers” then click the eye icon.

You can choose an offer or alternate offer.

Accept or Decline the Offer



The screenshot shows a web form for responding to an offer from the University of Ottawa. At the top left is the uOttawa logo. Below it is a yellow button labeled "Reset Response". The form is divided into two main sections: "Offer Information" and "Offer Response".

Offer Information

Program Title University of Ottawa - UO: Biochimie	Program Code OZT
Offer Description Félicitations !	Co-op Yes
Year Level First Year	Date of Enrollment 2024 Fall (September)
Date of Offer 2023-08-14	Expires 2024-06-01

Offer Response

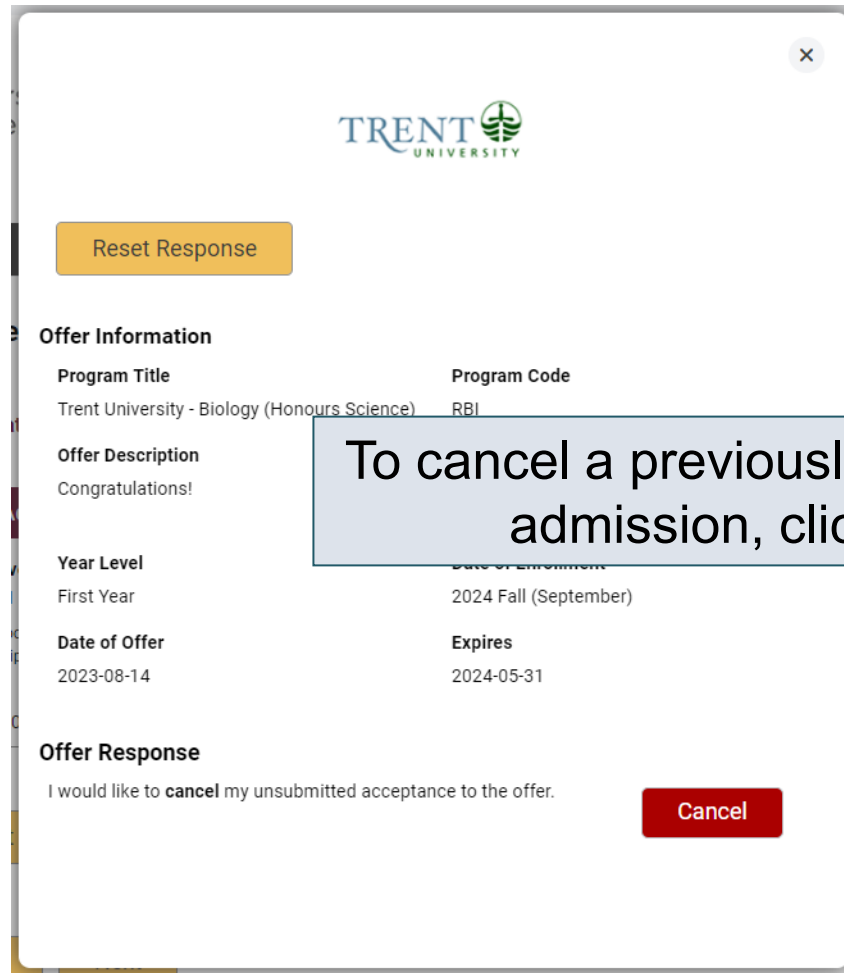
I would like to **accept the offer, and agree to the terms and conditions outlined in the offer of admission letter.**

I wish to decline the offer and understand that this will invalidate the offer.

At the bottom right of the form are two buttons: a green "Accept" button and a red "Decline" button.

To respond to an offer, click
“Accept” or “Decline”.

Cancelling an Offer of Admission



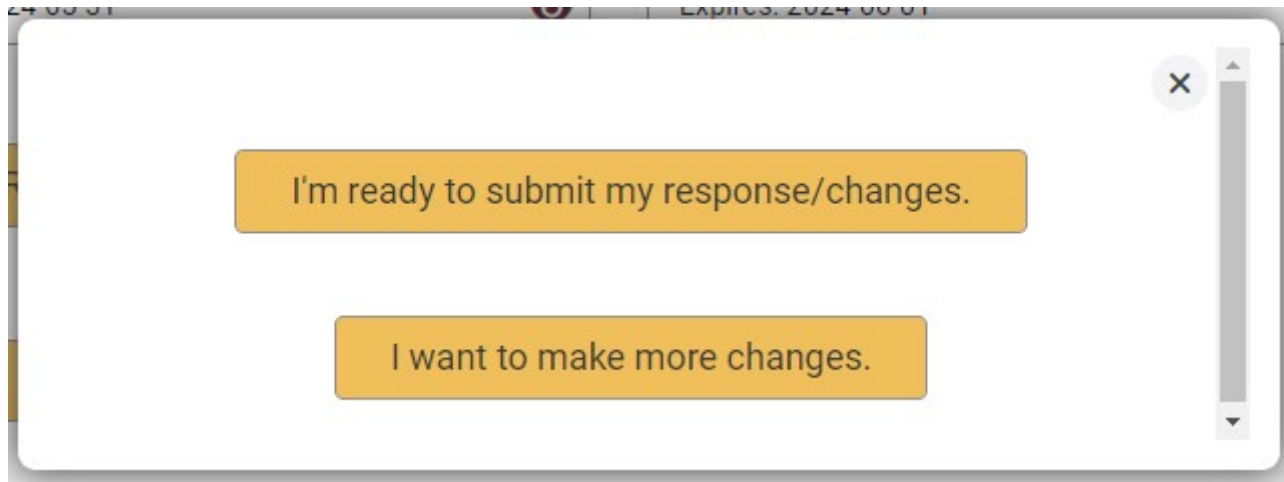
The screenshot shows a web interface for Trent University. At the top center is the Trent University logo. Below it is a yellow button labeled "Reset Response". The main content is divided into sections: "Offer Information", "Offer Description", "Year Level", "Date of Offer", and "Offer Response". The "Offer Information" section contains a table with the following data:

Program Title	Program Code
Trent University - Biology (Honours Science)	RBI

The "Offer Description" section contains the text "Congratulations!". The "Year Level" section contains "First Year". The "Date of Offer" section contains "2023-08-14". The "Date of Enrollment" section contains "2024 Fall (September)". The "Expires" section contains "2024-05-31". The "Offer Response" section contains the text "I would like to **cancel** my unsubmitted acceptance to the offer." and a red button labeled "Cancel".

To cancel a previously accepted offer of admission, click "Cancel".

Submitting Responses



You will have 2 options to proceed. Click “I’m ready to submit my response/changes” to proceed to the Review and Payment page or click “I want to make more changes” to make more changes.

Complete the Review and Payment Process

The screenshot shows the OUAC application review and payment process. The interface is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with a graduation cap icon and the text "UNDERGRADUATE". Below this is a "Quick Links" section with buttons for "Welcome", "My Personal Details", "My Background", "My Choices", "My Offers", "My Supporting Documents", and "Review and Payment". The "Review and Payment" button is highlighted with a yellow circle. The main content area features a progress bar at the top with three steps: "1 Review Summary", "2 Applicant's Declaration", and "3 Confirmation". The "Review Summary" step is active. Below the progress bar, the heading "Review Summary" is followed by instructions: "Please review your information and correct any errors or warnings. Once you submit your changes, you will receive a confirmation number by email." A "Warnings" section lists several items, including "Make sure you entered your name correctly. Do not use all c" and "Please return to My Choices – You did not provide previous". Below the warnings, there is a section for "Amendment 0" with a checkmark and the text "You added in Response in". At the bottom of the main content area, a dark red banner displays "Offer - Accepted". A callout box on the right side of the screenshot contains the text: "Click 'Review and Payment'. You must complete this step for the OUAC and the universities to receive your changes and/or responses."

1 Review Summary 2 Applicant's Declaration 3 Confirmation

Review Summary

Please review your information and correct any errors or warnings.
Once you submit your changes, you will receive a confirmation number by email.

Warnings

- Make sure you entered your name correctly. Do not use all c
- Please return to [My Choices](#) – You did not provide previous
 - University of Ottawa
 - Trent University
 - Wilfrid Laurier University

Amendment 0

✓ You added in Response in

Offer - Accepted

Click "Review and Payment".

You **must** complete this step for the OUAC and the universities to receive your changes and/or responses.

Finalizing Your Changes

Review your Summary of Changes carefully.

Click "I Verify and Agree" to do the following:


- Verify this information is correct and complete.
- Agree to the conditions in the "[Notice of Collection, Use and Disclosure of Your Personal Information Provided as Part of Your Ontario University Undergraduate Application](#)" statement.


Previous: Review Summary Next: Payment




Satisfied with your changes? Click "I Verify and Agree" to continue.


Payment

Choose Payment Method

Credit or Debit/Credit Card 

International Banking (Flywire) 




You **must** pay for your changes by credit or debit card.

Confirmation of Changes

Complete

You are now logged out of your account.



Pete Mitchell, your application amendments have been submitted.

Important: Do not click "Back" in your browser after you submit

What Now?

- You will receive an email with your confirmation number and a
- Applications are sent to the universities in the mornings, Monday
- Check your Hub for updates.

When you see this screen, it means you have successfully submitted your changes to your application or responses to offers of admission to the OUAC.

Responses

Date: Aug 15, 2023 2:02:54 PM
Confirmation Number: 569150
OUAC ID: 00000286030

Timothy Smith,

The following application changes were processed:

Amendment Summary

Response Information - Trent University - Biology (Honours Science) - RBI	
Accepted	

Reminders:

- All fees are non-refundable.
- Changes to your program choices could affect your OSAP application. Visit ontario.ca/OSAP to review your account.

Log back in to your account after 1 business day to verify your responses and check your email inbox for confirmation of your submitted response.

Note: You will receive only 1 confirmation number by email for all changes or responses to offers made within the same session.

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