



# Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

[www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)



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Ontario Universities'  
Application Centre

# Deadline to apply:

January 15<sup>th</sup>, 2025

**Apply before Christmas!!**



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# YOU WILL NEED:

- \* *Personal Email Address*
- \* **OEN (Ontario Education #)**



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# Applying to University



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# Step 1:

## Research Your University Options

- Visit **OUIInfo** ([www.ontariouniversitiesinfo.ca](http://www.ontariouniversitiesinfo.ca)) to find what each university has to offer.
- Read the **Undergraduate Application Guide** (available at [www.ouac.on.ca/undergrad-guide](http://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.

<https://www.ontariouniversitiesinfo.ca/>



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## Step 2: Get Your OEN

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

You can find your OEN on your **report card**. It was also on your **timetable** that was emailed to you at the beginning of the semester. Your high school guidance counsellor will also have it on record.

# Step 3: Mark Your Calendar

- **October 7-10, 2024** – University Regional Fairs – At Western, Brock, Waterloo For specific dates see <https://www.ouevents.ca/regional/#southwestern>
- **January 15, 2025:** Deadline to submit your completed application to the OUAC.
- **May 29, 2025:** Last day you can expect a response from an Ontario university if you applied by the January 15 deadline.
- **June 2, 2025:** 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



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Access the application at:

[www.ouac.on.ca](http://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 the 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 gravel background and a yellow dashed line. The text "START HERE" is written in large, bold, white letters. Below this is a blue button with the text "Start Application". To the right of the banner is a white box titled "My Recent Messages" containing the text "No messages". Below that is a section titled "FAQs". At the bottom of the page is a red navigation bar with five white 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. A breadcrumb trail indicates the user is in the Undergraduate Welcome section. The main content area is divided into three columns. The left column features a graduation cap icon, the text 'UNDERGRADUATE', and a 'Quick Links' section with a 'Welcome' button. The middle column greets the user as Timothy and provides helpful tips: reviewing the application guide, watching how-to videos, and checking the message centre. It also includes a 'Saving Your Application Information' section with a 'Save' button and a note about session inactivity. The right column shows the 'Application Status' with two steps: 'My Personal Details' and 'My Background', both marked 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.](#)

**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 information you have saved.

**Note:** After 20 minutes of inactivity, you will automatically be logged out of your application and your changes will not be 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 sections:

- Left Sidebar:** Features a graduation cap icon and the text "UNDERGRADUATE". Below this is a "Quick Links" section with three buttons: "Welcome", "My Personal Details" (highlighted in dark red), and "The Basics".
- Central Form:** Titled "The Basics", it includes a "Help" button and a "Name" section. The "Name" section contains instructions and four input fields: "First/Given Name (required)" with the value "Timothy", "Middle Name(s)" with "Allen", "Last/Family Name (required)" with "Smith", and "Former Last Name/Family Name". Below these is a question: "What name do you prefer to be called in university correspondence?". The "Other Personal Information" section includes "Date of Birth (required)" with dropdowns for Year (20), Month (July), and Day (16), and "Gender (required)" with a "Choose" dropdown.
- Right Sidebar:** Titled "Application Status", it 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).

# 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

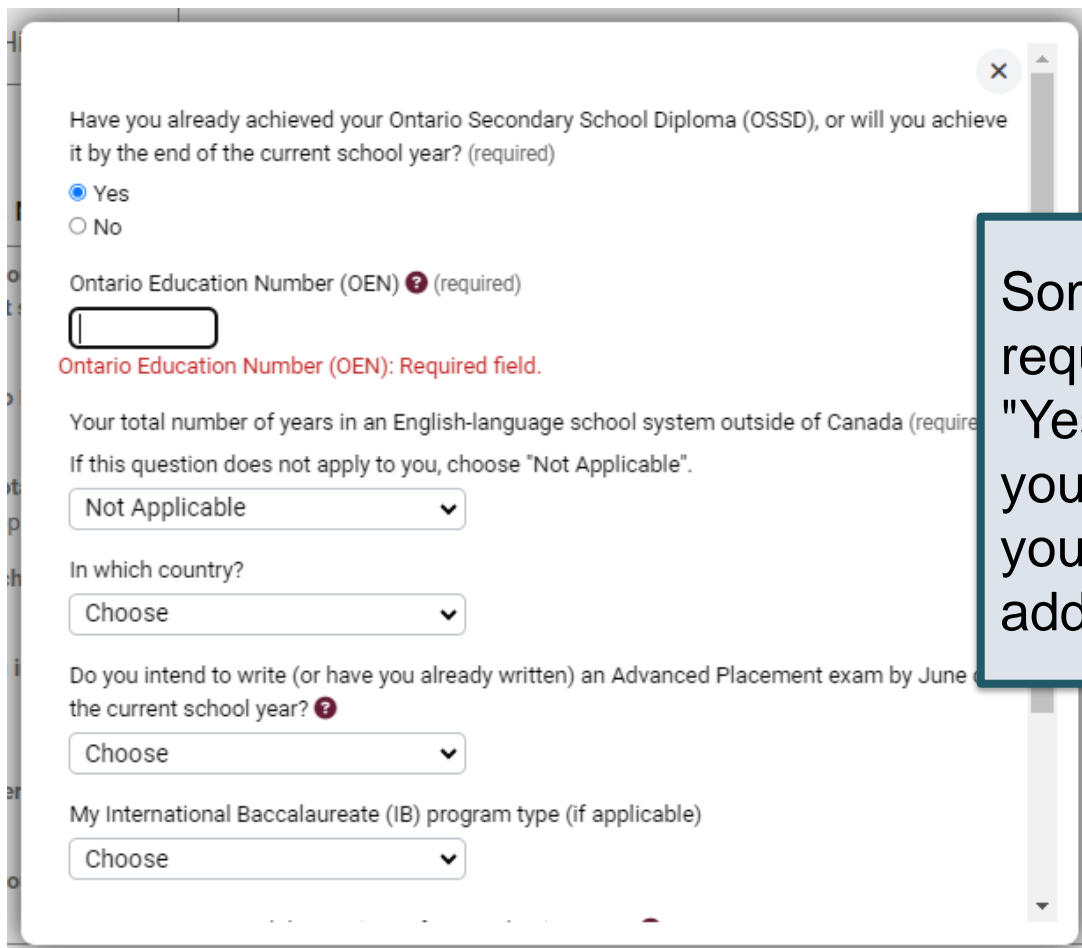
You are not able to submit your application until you verify your email address.

#### Email Address

Email has not been verified



# My Background – 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) <sup>?</sup> (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 the current school year? <sup>?</sup>

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 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 online 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 Choices

The screenshot shows a grid of university logos and names. A yellow circle highlights a search filter menu in the top right corner with the following options:

- [By Geographic Area](#)
- [By Program Code](#)

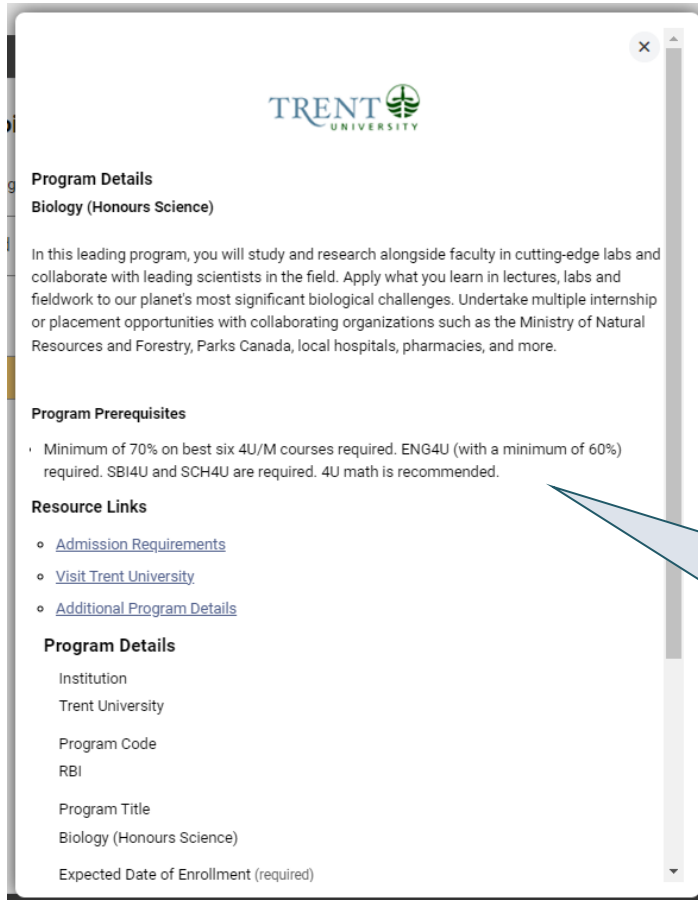
The grid contains the following universities:

- 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 / UOF
- Ontario Tech University
- University of Ottawa / uOttawa
- Saint Paul University

You can search for programs by university, geographic area or program code.

# 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.

## Select a Program

### Main Campus

[Learn about our admission requirements for Ontario High school students before you apply.](#)

1. We will acknowledge receipt of your application by email within one week.
2. Save this email because it contains your student number and login information to access the uoZone student portal. Keep an eye on your junk mail folder just in case.
3. Once you have received your login information, you can consult your 'Admission File' to see what documents you will need to submit to the University of Ottawa.

We offer a CO-OP option for many of our undergraduate programs. If you're interested in CO-OP, select "Yes" for it when you apply. **If you are not accepted into CO-OP, we will consider you for the regular program without it.**

Please note that CO-OP is only available for programs that you start in September.

All our undergraduate programs take four years to complete unless specified otherwise.

Please note that the University reserves the right to stop accepting applications at any time including before the [deadline](#).

[Learn more about University of Ottawa undergraduate admissions.](#)

**Programs offered in English ([Voir la liste des programmes offerts en français](#))**

# 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**

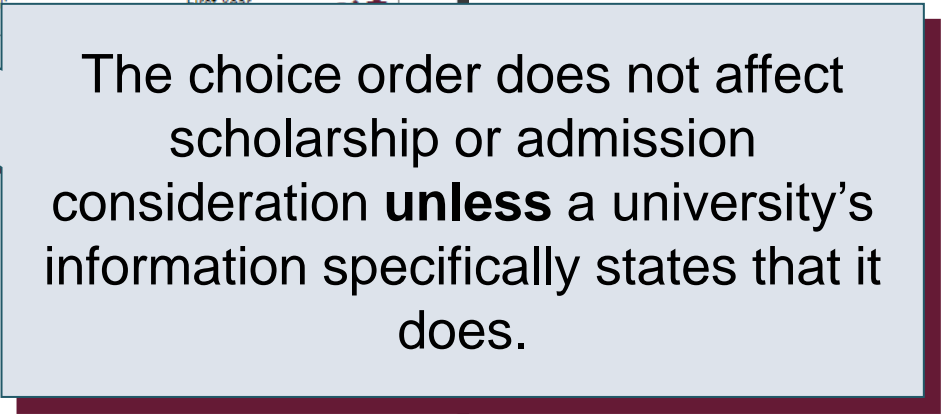
Program Code: OZU  
Expected Date of Enrollment: 2024 Fall (September)  
Expected Course Enrollment: Full-Time  
Co-op: Yes  
Year Level: First Year

**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



**You can expect to receive an offer of admission to only 1 program.** Your **highest choice** listed for Brock is considered first when more than 1 Brock program is indicated on your application. If you are not eligible for the first choice, consideration will be given to subsequent choices in the order of preference you indicated. If you apply to only 1 Brock program and do not qualify, in most cases, consideration will be given for an alternative and related program. In most cases if you apply for, but are not admitted to a co-op program, you will automatically be considered for the regular, non co-op program.

**Rank:** If you apply to more than 1 program at the University of Guelph and you have never attended a postsecondary institution, **you will be considered for all programs to which you've applied.**

# 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 -

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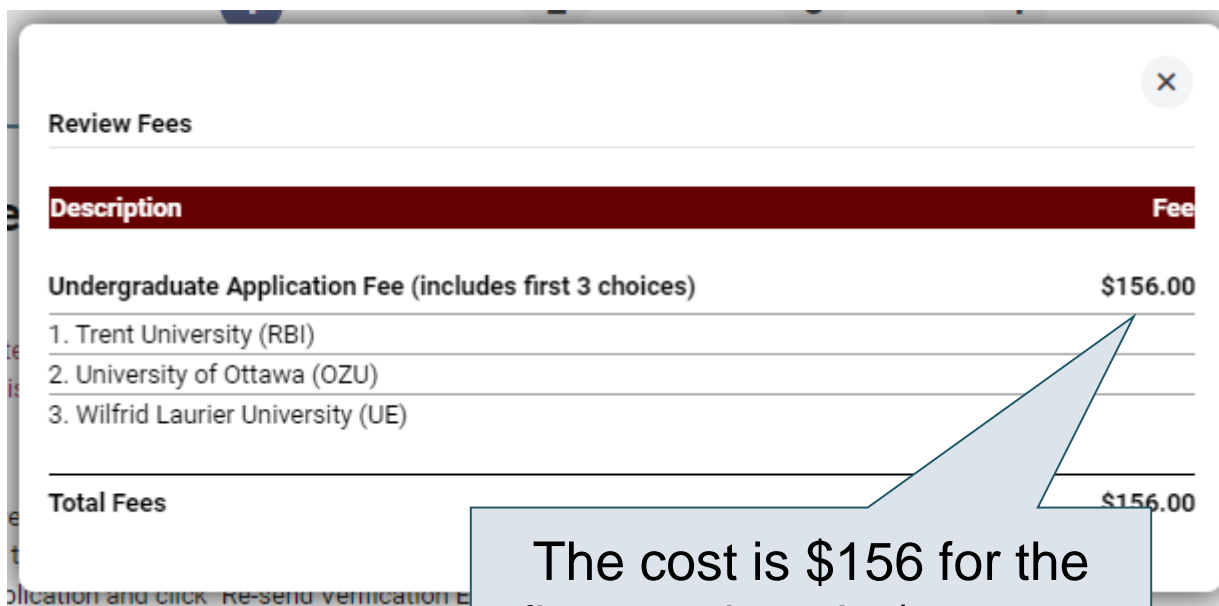
**Documents you can upload to confirm your status of Canadian citizen:**

- 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.

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

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



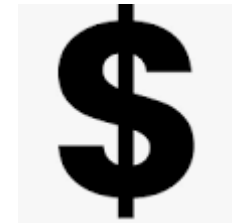
# Supplemental Program Fees

## Supplemental Program Fees

University	Fee
McMaster University – Engineering	\$50
University of Toronto – Architecture	\$45
University of Toronto – Commerce	\$50
University of Toronto, Faculty of Arts & Science – Computer Science	\$50
University of Toronto – Engineering	\$42 (current Ontario high school students) <b>or</b> \$65 (not current Ontario high school students)
University of Toronto – Medical Radiation Sciences	\$47
University of Waterloo – Accounting	\$53.25
University of Waterloo – Engineering	\$53.25
York University – Some programs in the School of Arts, Media, Performance & Design	\$25



## Review & Pay



- **Before you PAY** – be sure you have the correct University, Program and Campus Location!!
- Once you click VERIFY, you will have to pay **more \$\$** to make changes!!!



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# 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

✓ ✗ 

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

# Paying for Your Application




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


## Payment


**Review Fees**


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

**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.

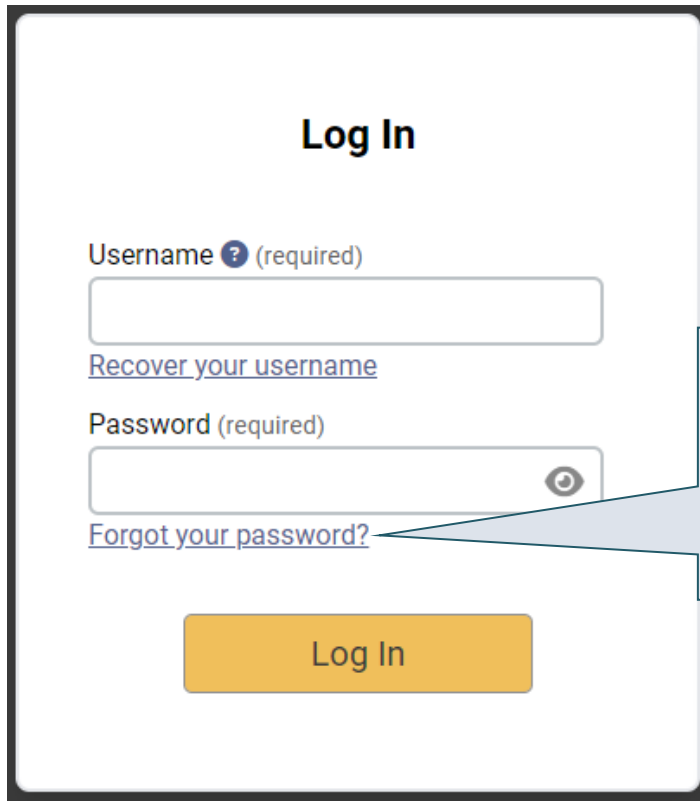


Timothy Smith, your application has been submitted.  
Your OUAC Reference Number is: **2024-010077**  
**All fees are non-refundable.**


**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.

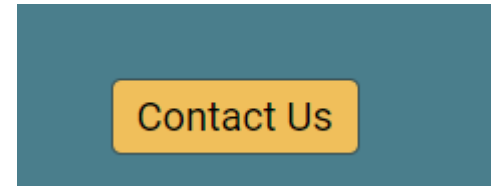
# Need Help?

Read the FAQ section on our website at:  
[www.ouac.on.ca/faq](http://www.ouac.on.ca/faq).

Website: [www.ouac.on.ca/undergrad-guide](http://www.ouac.on.ca/undergrad-guide)

# If you need assistance...

Click the  
Icon at the bottom of the webpage



For questions about your application, contact our applicant support team. Have your username or OUAC Reference Number handy.



**Telephone:** 519-823-1063

Monday to Wednesday: 9:30 am – 4:15 pm (ET)

Thursday: 10:00 am – 4:15 pm (ET)

Friday: 9:30 am – 12:15 pm (ET)



**Email:**

Undergraduate: [undergradsup@ouac.on.ca](mailto:undergradsup@ouac.on.ca)

Teacher Education (TEAS): [teas@ouac.on.ca](mailto:teas@ouac.on.ca)



**Secure Applicant Messaging (SAM):**

Available for Professional applications. If you have created an OUAC account, use SAM in your application to submit questions.



**Live Chat and SMS Text Support:**

Available in your application. Support hours vary by department throughout the year.