

STUDENT SERVICES

“WHERE EVERY STUDENT MATTERS”



ONTARIO UNIVERSITIES ONLINE APPLICATIONS [WWW.OUAC.ON.CA](http://www.ouac.on.ca)

*THIS WEBSITE PROVIDES ALL THE INFORMATION YOU NEED SUCH AS
APPLICATION ACCESS, TUTORIALS ON HOW TO APPLY AND TIMELINES*

APPLICATION DEADLINE: JANUARY 15TH, 2024

APPLYING TO AN ONTARIO UNIVERSITY

BEFORE YOU APPLY YOU WILL NEED:

- ✓ Your **Program Choices**
(Write down the correct names and/or codes of the Programs you will be applying to)
- ✓ A proper/valid **Email Address (Use a Personal Email – Not your Niagara Catholic Email)**
- ✓ A **MasterCard , Visa or American Express**

***IT IS YOUR RESPONSIBILITY TO READ THE INFORMATION THAT IS SENT TO YOU!
DO NOT MISS OUT ON IMPORTANT DETAILS SUCH AS SUPPLEMENTARY
REQUIREMENTS, AUDITION/PORTFOLIO INFORMATION, RESIDENCE APPLICATIONS,
ETC!***

AFTER YOU HAVE COMPLETED YOUR APPLICATION, KEEP THE FOLLOWING INFORMATION IN A FILE:

- ✓ The **Username and Password** you created for your Application
- ✓ Your **OUAC Reference Number** which you will receive once you have completed your application.

***KEEP ALL OF THIS INFORMATION IN A SAFE PLACE. YOU WILL NEED IT TO
REVIEW YOUR APPLICATION AND TO RESPOND TO OFFERS OF ADMISSION.***

OUAC APPLICATION GUIDE CAN BE FOUND HERE:

<https://www.ouac.on.ca/guide/undergrad-guide/>

OUAC APPLICATION VIDEO TUTORIALS CAN BE FOUND HERE:

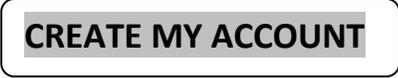
<https://www.ouac.on.ca/videos/how-to-videos/>

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STEP 1: CREATE YOUR OUAC PROFILE

✓ Go to <https://www.ouac.on.ca/guide/undergrad-guide>

✓ Click the yellow **Apply** button in the top left corner

✓ Click 

✓ Enter your Name and Date of Birth and click **Next**

✓ Enter your **personal email** and verify your email – then click **Next**
(DO NOT USE YOUR NIAGARACATHOLIC EMAIL)

✓ Create a Username and Password – then click **Next**
(MAKE SURE TO SAVE YOUR USERNAME AND PASSWORD IN A SAFE PLACE!!!)

✓ Review the Account Terms and Conditions

- click



- then click



Once you create an account, **OUAC will send you an “Account Confirmation Email”**. You will need to **verify your email account** by clicking on the link provided in that email. You will **then log-in to your account** with the Username and Password that you created.

STEP 2: GET STARTED

✓ On the WELCOME page - Choose **UNDERGRADUATE** then click **CONTINUE**

✓ On the **MY UNDERGRADUATE HUB** page, click **START APPLICATION**

✓ Read the Welcome page carefully, as it contains tips to help you get started.

✓ You will now have the opportunity to **Review the Undergraduate Application Guide** and look at some **How-To Videos**

✓ Once you are ready, click 

STEP 3: ENTER YOUR APPLICATION INFORMATION

- ✓ Review the information provided in **THE BASICS** section and make any changes necessary
You may want to add information regarding:

- What name you prefer to be called in university correspondence
- How you identify yourself
- Whether your parents attended a university or college

then click **NEXT**

- ✓ COMPLETE THE FOLLOWING SECTIONS OF THE APPLICATION:

- **Citizenship and Language**

- Complete the data. Make changes and/or additions where necessary.

- **Applicant Diversity Census**

- Answer the 4 questions at the bottom of the page and click **NEXT**

- **Contact Details**

- You will need to provide your **Home Address, Mailing Address, Phone Number** and **Email** – then click **NEXT**

(DO NOT USE YOUR NIAGARA CATHOLIC EMAIL – USE A PERSONAL EMAIL)

- **Education**

- Answer **NO** to the question “Have you attended a post-secondary institution?”

- Click **+ HIGH SCHOOL**

- Choose **Canada** and then **Ontario**
- For Institution name select: **Blessed Trinity Catholic Secondary School**
- Enter Start Date (Month and Year) – the month and year you started at the school, and To (End) Date (Month and Year) – June 2024
- Then click

ADD INSTITUTION

- **For Highest Year Level Achieved and Diploma Type:**

Current Grade 12s: put Grade 11 for Highest Year Level Achieved and leave Diploma Type as is

Current 12Bs who graduated last year: put Grade 12 for Highest Year Level Achieved and select OSSD for Diploma Type

○ **IF YOU TOOK AT LEAST 1 OR MORE HIGH SCHOOL COURSES AT ANY NON-NIAGARA CATHOLIC SCHOOL**

(including regular day school, private school, night school, summer school, private virtual school)

You must also add that school's name and repeat the above step

- Click **+ Add Other Information**
- Read and Answer the questions carefully and click **Save and Complete**
- Click **NEXT**

• **Activities and Employment**

- Complete this section (if applicable) and remember to click **SAVE**
- When completed, click **NEXT**

STEP 4: SELECT YOUR PROGRAMS

• **BROWSE TO SELECT THE PROGRAMS YOU WANT TO APPLY TO BY:**

○ **Program Category:**

By University

By Geographic Area

OR

- **Program Code:** if you know the codes of the programs that you are interested in

BY UNIVERSITY:

- ✓ Choose University of your choice
- ✓ Review the information presented and then click **NEXT**
- ✓ Complete the PREVIOUS UNIVERSITY HISTORY only if you have applied to this program before, then click **NEXT** (only for gr. 12B students) – otherwise just click **NEXT**
- ✓ Choose program of your choice, read the information provided – click **SAVE PROGRAM**

BY PROGRAM CODE:

- ✓ Add program code
- ✓ Enter EXPECTED DATE OF ENROLLMENT (September 2024) and EXPECTED COURSE ENROLLMENT (Full time)
- ✓ Complete any other required information
- ✓ Click **SAVE PROGRAM**

- The programs will be added and saved in your account until you are ready to submit your application.

- Repeat these steps for each program that you want to apply to by clicking:

+ Add Program

- PREVIOUS UNIVERISTY HISTORY:

This section is only for 12B students who may have applied last year.

- Once you have selected and ordered your Program Choices, graduating Grade 12s can proceed to the next step by clicking:

NEXT

- **How you order your program choices does not affect your scholarship or admission consideration at the universities, unless a university specifically states that it does. Read each university's policies in their literature.**

STEP 5: COMPLETE ADDITIONAL APPLICATION INFORMATION

- **Transcripts**

- ✓ This section is for NOT CURRENT HIGH SCHOOL STUDENTS – these applicants may need to upload transcripts from high schools and/or universities and colleges that they attended.

- ✓ For current high school students – your high school will upload your marks and you will see them in this section 1 – 2 business days after you submit your application.

- ✓ You will also be able to use this section to upload any documents that supports your application, as identified by your university choices

- **Review Summary**

- ✓ Use the quick links to return to any section, at any point, before submitting your application

You **MUST** open and review each of the 4 sections (My Personal Details, My Background, My Choices and My Supporting Documents). Use the + sign and the **pencil symbol** for editing.

Then click

CONTINUE

STEP 6: DECLARATION

- Carefully read the declaration and then click

I VERIFY AND AGREE

STEP 7: PAYMENT

- ✓ Select a **Payment Option**

- Carefully follow the instructions and provide the necessary payment information.

✓ To submit and complete the application click on and then click

PAY

COMPLETE PAYMENT

ONCE YOU CLICK PAY, YOU WILL NOT BE ABLE TO LOG BACK IN AND MAKE CHANGES TO YOUR APPLICATION UNTIL OUAC RECEIVES YOUR PAYMENT.

FINAL REMINDERS

- Once you have completed your application, you will receive an **OUAC Reference Number** to use when you communicate with the OUAC or the universities.
Keep this number in a secure place.
- You will receive an email to acknowledge your application was successfully submitted.
- 1-2 business days after you apply, visit the Hub to check the status of your application. You will need your **Username** and **Password**.
- You can log back in to add or delete program choices and to edit your application information.

OFFERS OF ADMISSION

- The Universities will begin to release Offers of Admission as soon as they receive applications. (Most offers however, will be given during the spring)
- **Universities must notify you of your application’s status by May 29th, 2024.**

✓ YOU MUST CONFIRM AN OFFER OF ACCEPTANCE BY JUNE 1ST, 2024.

BE AWARE OF RESIDENCE APPLICATION DEADLINES – MANY UNIVERSITIES REQUIRE RESIDENCE DEPOSITS BEFORE JUNE 1ST, 2024

USERNAME AND PASSWORDS

<u>OUAC USERNAME</u>	
<u>OUAC PASSWORD</u>	
<u>OUAC REFERENCE NUMBER</u>	