



Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

www.ouac.on.ca/undergrad-guide



UNDERGRAD



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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.

OUAC Program Code

Environmental Design

OCAD University

✓ Compare

Overview Requirements Admission Contact

Program Summary

University	OCAD University
Degree	Bachelor of Design, BDes
OUAC Program Code	HED
Grade Range	NA
Experiential Learning	Practicum or internship option available
Enrollment	1,100 (total first year enrollment in all programs)
Instruction Language	English
Notes	A specialization in Interior Design is available through the Environmental Design program.

Subjects of Major Interest

Interior Design
Non-Specialized

Find a Program

Program Code or Keyword

Show Advanced Search Options

SEARCH ALL PROGRAMS

Browse Programs

[Browse All Programs](#)

[Browse by Category](#)

[Browse by University](#)

[Show My Comparisons](#)

Discover Other Options

[Collaborative University and College Programs](#)

[Programs Requiring Prior University Study](#)

[Ontario Postsecondary Transfer Guide \(ON Transfer\)](#)

Step 2: Locate Your OEN

PIN's are NO LONGER REQUIRED!

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 any of your previous report cards, status sheet, or timetable.

Step 3: 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

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. This process has 4 steps and will include adding personal details.



Welcome Courtney

Choose Undergraduate

Select the type of application you want to start.

 Undergraduate



 Law (OLSAS)



 Medical (OMSAS)



 Teacher Education (TEAS)



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 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 left is the QUAC logo. To the right are navigation icons for HUB, MESSAGES, MY FEES, and PROFILE. Below the navigation is a breadcrumb trail: Home > Undergraduate > Welcome. 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 is titled 'Welcome Timothy!' and contains a list of helpful tips: 'Review the Undergraduate Application Guide and FAQs.', 'Watch the How-to Videos for step-by-step instructions.', and 'Check the Message Centre often for updates and reminders.' Below these is a 'Saving Your Application Information' section with a 'Save' button and a note about logging out after 20 minutes of inactivity. The right column is titled 'Application Status' and shows two items: '1 My Personal Details Not started' and '2 My Background Not started'. A callout box on the right side of the page contains the text: 'Review the helpful tips on the Welcome page.'

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 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



HUB



MESSAGES



MY FEES



PROFILE

Home > Undergraduate > My Personal Details > The Basics



UNDERGRADUATE

Quick Links

Welcome

My Personal Details

The Basics

The Basics

Help

Name

Enter your name as it is written on your passport, health card or other official document. **If you are not able to 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/Family Name ?

What name do you prefer to be called in university correspondence? ?

Other Personal Information

Date of Birth (required)

Year 20 Month July Day 16

Gender (required)

Choose

Application Status

1 My Personal Details
In progress

2 My Background
Not started

3 My Choices
Not started

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

Email Address

Email has not been verified



Do not use a school or work email address. Personal email is advised.

My Background – Education

Education

[Help](#)

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

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](#)

List Pickering High School, and any other school attended **outside** of DDSB. If you have taken summer school, night school, DDSB@Home, or an eLearning course through DDSB, it does not need to be listed here. In addition to PHS, please list courses taken outside of DDSB (for example private school). This will allow your private school to update your grade data for OUAC. **It is your responsibility to connect with your private school and ask them to update your OUAC account with course enrollment and mid-term mark.**

My Background – Education

Institution Province or Territory (required)



Institution Name (required)

Choose the institution you attend or have attended from the drop-down list, where possible. If you attend or have attended an affiliate campus or alternative location, choose the main campus. If the institution you attend or have attended is outside of Ontario and does not appear in this list, choose "Not in List" and provide the full institution name (and an acronym) and address in the "Unlisted Institution" section. If the institution you attend but does not appear in the list, [contact the OUAC](#) for assistance.

For PHS, you can complete 'Highest Year Level Achieved' (Grade 12) and 'Diploma/Degree Type (OSSD).

Start Date (required)

Year Month

To Date (required)

Year Month

Highest Year Level Achieved

Diploma/Degree Type

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

The form is displayed in a window with a close button (x) and a scroll bar on the right. A callout box on the right side of the form contains instructions.

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 includes 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 / Saint Paul University

After You Have Selected a Program

Complete the program details for each program selected.



Program Details

Engineering I

Faculty of Engineering

Applicants must apply by January 15, 2024.

Applicants may choose only one of Engineering I or Engineering I (Co-op). At the time of registration, applicants can change their choice/option. Enrollment in Level I Engineering is limited and admissions is by-selection. An anticipated admission average of 87% is required to be considered for this program.

A mandatory [supplementary application](#) must be submitted online prior to the specified deadline.

Program Prerequisites

- ENG4U
- MCV4U
- SCH4U
- SPH4U
- Additional 4U/M courses to total 6

Resource Links

- [Admission Requirements](#)

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

You will see all academic information on this page 1-2 business days after submitting your application.

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 -

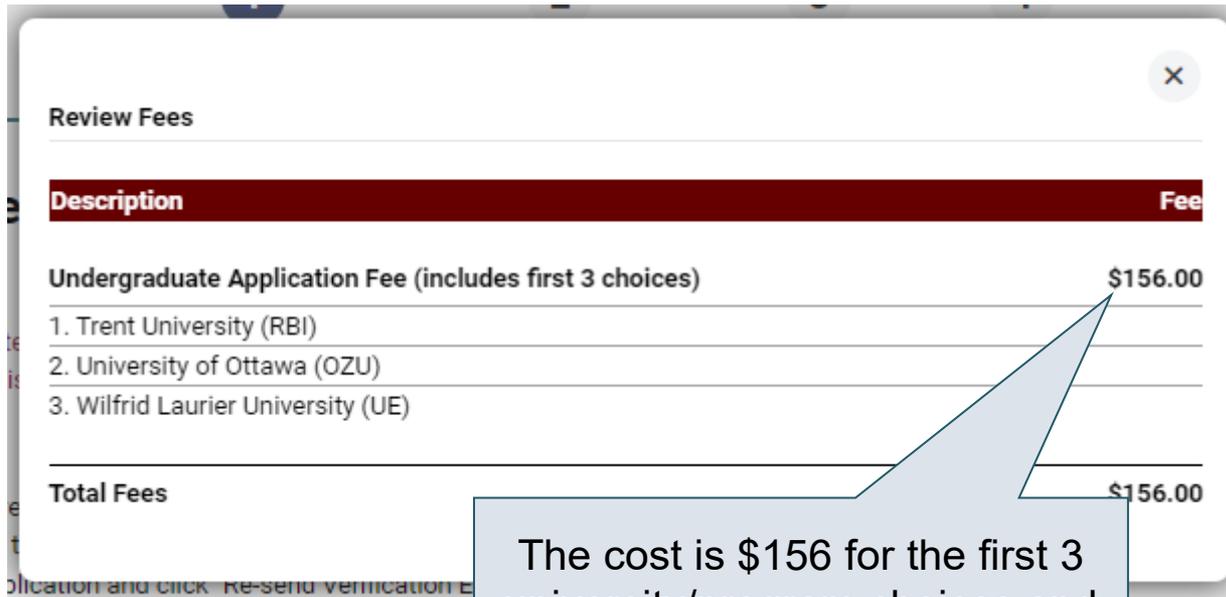
Documents you can upload to confirm your status of Canadian citizen:

- 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)'. The 'Total Fees' row at the bottom shows '\$156.00'. A callout box points to the '\$156.00' fee.

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. Other fees may apply (supplemental program fees)

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.

Next Steps

- The universities will acknowledge that they received your application and will send you instructions to setup a school account or student portal. **Be sure to check your spam and junk folders.**
- If you do not receive any communication after 3 weeks, contact them directly. Include your OUAC Reference Number in all communication with the universities and on all supporting documents sent to the universities.
- Supplementary information typically is submitted directly to the university.
- You can log back into OUAC to change information and receive and respond to offers of admission.



Making Changes to Your Application and Viewing and Responding to Offers of Admission



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Change Personal and Contact Information

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.

Withdrawing and Adding 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:	
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
App:	Yes
Year Level:	First Year

Click the trash can icon to withdraw your choice.

Additional fees charged if you are changing universities (\$50)

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

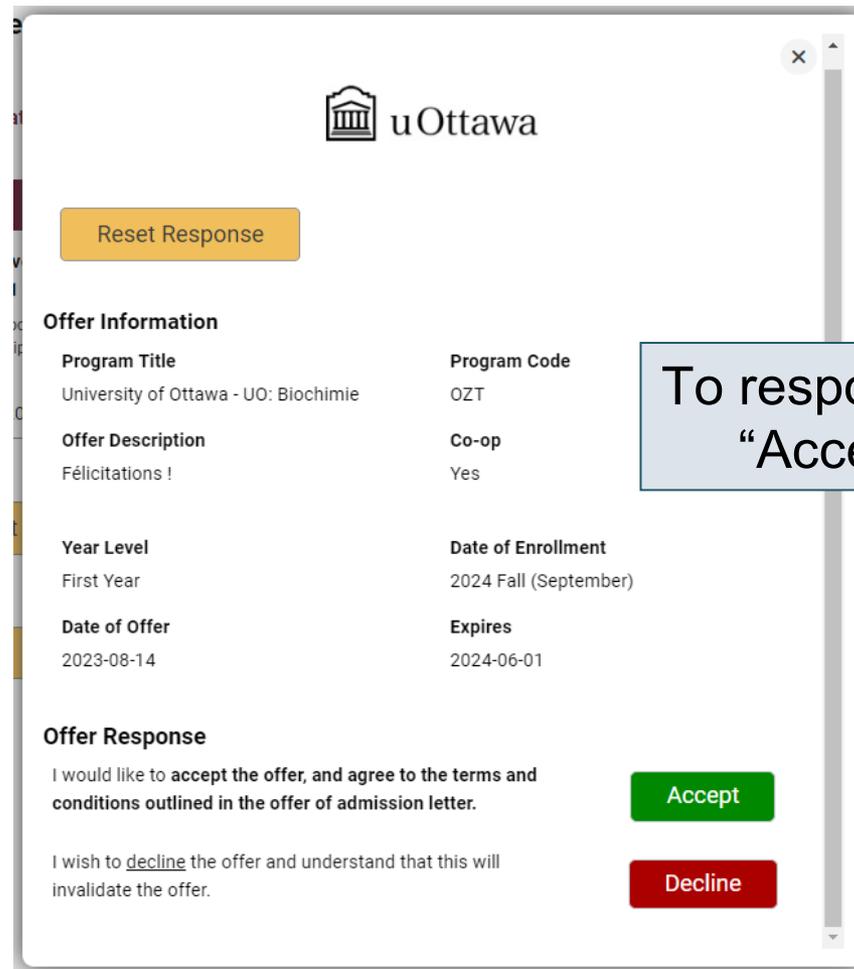
Reset Responses

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.

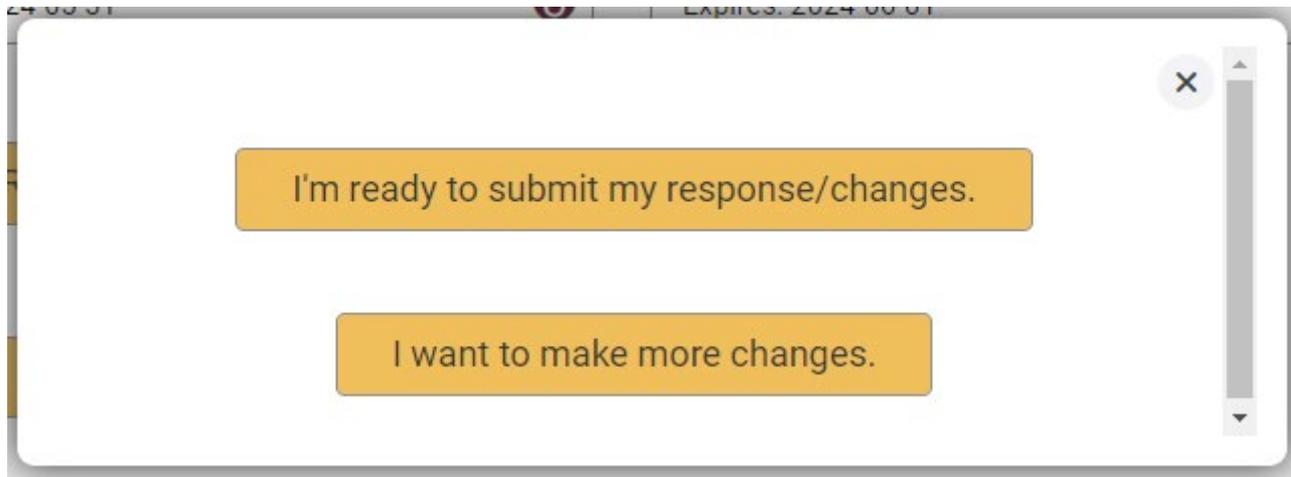
To respond to an offer, click
“Accept” or “Decline”.

Cancelling an Offer of Admission

The screenshot shows a web form for Trent University. At the top center is the Trent University logo. Below it is a yellow button labeled "Reset Response". The form is divided into sections: "Offer Information" with fields for "Program Title" (Trent University - Biology (Honc...)), "Offer Description" (Congratulations!), "Year Level" (First Year), and "Date of Offer" (2023-08-14). Below this is the "Offer Response" section, which 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". You can have only one accepted offer at any given time. You must cancel an accepted offer before taking another one.

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 displays the OUAC application portal interface. On the left is a navigation sidebar with a purple 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', and 'My Supporting Documents'. The 'Review and Payment' button at the bottom of the sidebar is circled in yellow. The main content area shows a progress bar with three steps: '1 Review Summary' (active), '2 Applicant's Declaration', and '3 Confirmation'. Below the progress bar is the 'Review Summary' section, which includes a warning message: '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: 'Make sure you entered your name correctly. Do not use all caps', 'Please return to My Choices - You did not provide previous responses for the following universities: University of Ottawa, Trent University, Wilfrid Laurier University', and 'Amendment 0: You added in Response to My Choices - Offer - Accepted'. A callout box on the right 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.'

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.

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



Other Helpful Information



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Mark Your Calendar

- **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).
- ***Check individual programs for other important dates that they may have set**

Electronic Grade Transmission Dates

- S1 Midterms: November 17
- S1 Finals: February 15
- S2 Midterms: April 27
- S2 Finals: July 5
- Summer School Marks: August 9

Applying for OSAP

You cannot apply for OSAP until the admission cycle for 2024/2025 is open (typically spring 2024).

For now:

- Learn more about OSAP
<https://www.ontario.ca/page/osap-ontario-student-assistance-program>
- Complete the Aid Estimator
<https://osap.gov.on.ca/AidEstimator2324Web/enterapp/enter.xhtml>

Extenuating Circumstances

- If a student's grades were adversely affected by health or personal problems, some universities may take these extenuating circumstances into consideration when making admission decisions. The following are links to each university's admission policies about extenuating circumstances.
- <https://www.ontariouniversitiesinfo.ca/extenuating-circumstances?university=572090>

Students with IEPs

- Ontario universities are committed to creating equal access to higher education for all academically qualified students. View each university's accessibility resources.
- View criteria required for each institution:

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

Questions?