



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	1001
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 displays the QUAC (Ontario Universities' Application Centre) 'My Undergraduate Hub' interface. At the top, the QUAC logo and name are on the left, and navigation icons for HUB, MESSAGES, MY FEES, and PROFILE are on the right. The main header reads 'My Undergraduate Hub'. Below this is a large banner with a textured background and the text 'START HERE' in large white letters. A blue button labeled 'Start Application' is centered over the banner. To the right of the banner, there is a section for 'My Recent Messages' showing 'No messages' and a 'FAQs' link. At the bottom, a red navigation bar contains five links: '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).

QUAC Ontario Universities' Application Centre

HUB MESSAGES MY FEES PROFILE

My Undergraduate Hub

START HERE

Start Application

My Recent Messages


No messages


FAQs


Help Links Contact Us Application Guide My Responsibilities Privacy


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

 Ontario Universities'
Application Centre


 HUB

 MESSAGES

 MY FEES

 PROFILE

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



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 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)

Ontario ▾



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, it may not appear in this list, choose "Not in List" and provide the full institution name (or an acronym) and address in the "Unlisted Institution" section. If the institution is in Ontario but does not appear in the list, [contact the OUAC](#) for assistance.

Pickering High School ▾

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

Start Date (required)

Year 2020 ▾ Month September ▾

To Date (required)

Year 2024 ▾ Month June ▾

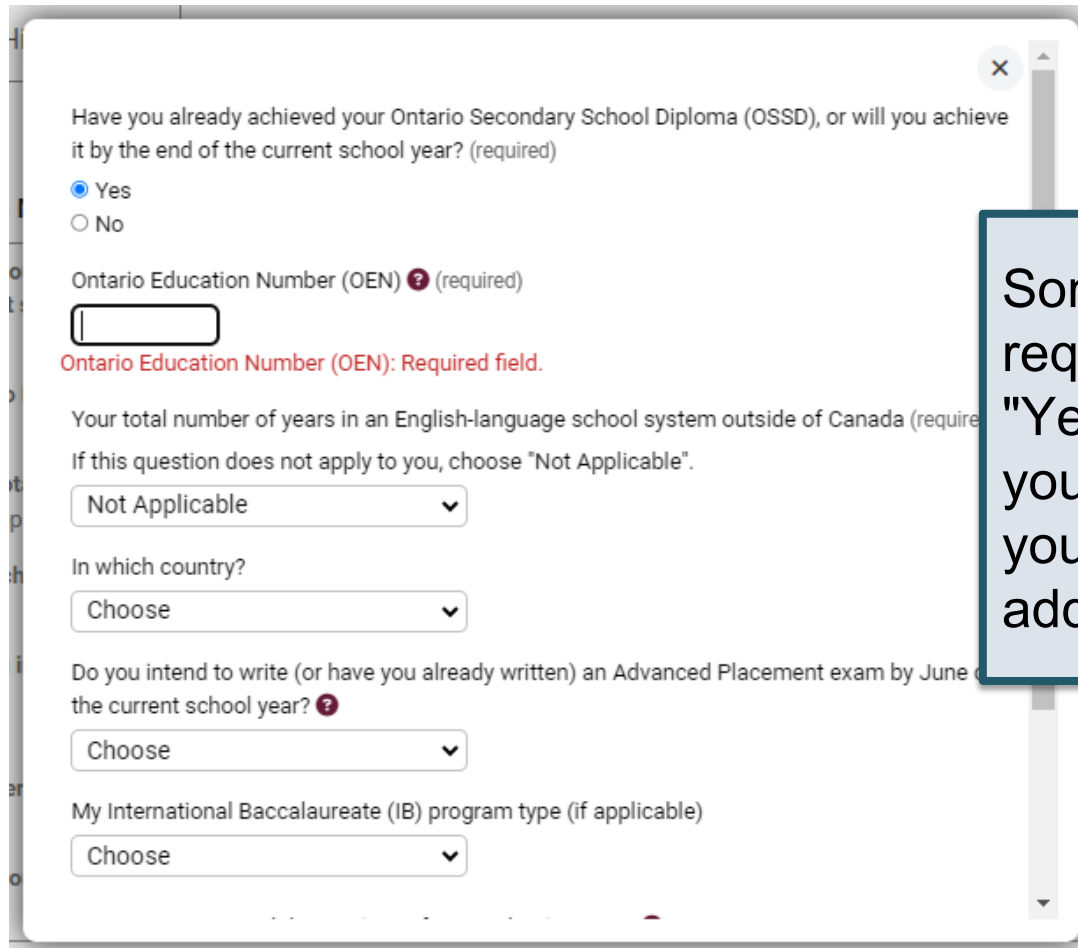
Highest Year Level Achieved

Grade 12 ▾

Diploma/Degree Type


Ontario Secondary School Diploma ▾

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 ▼

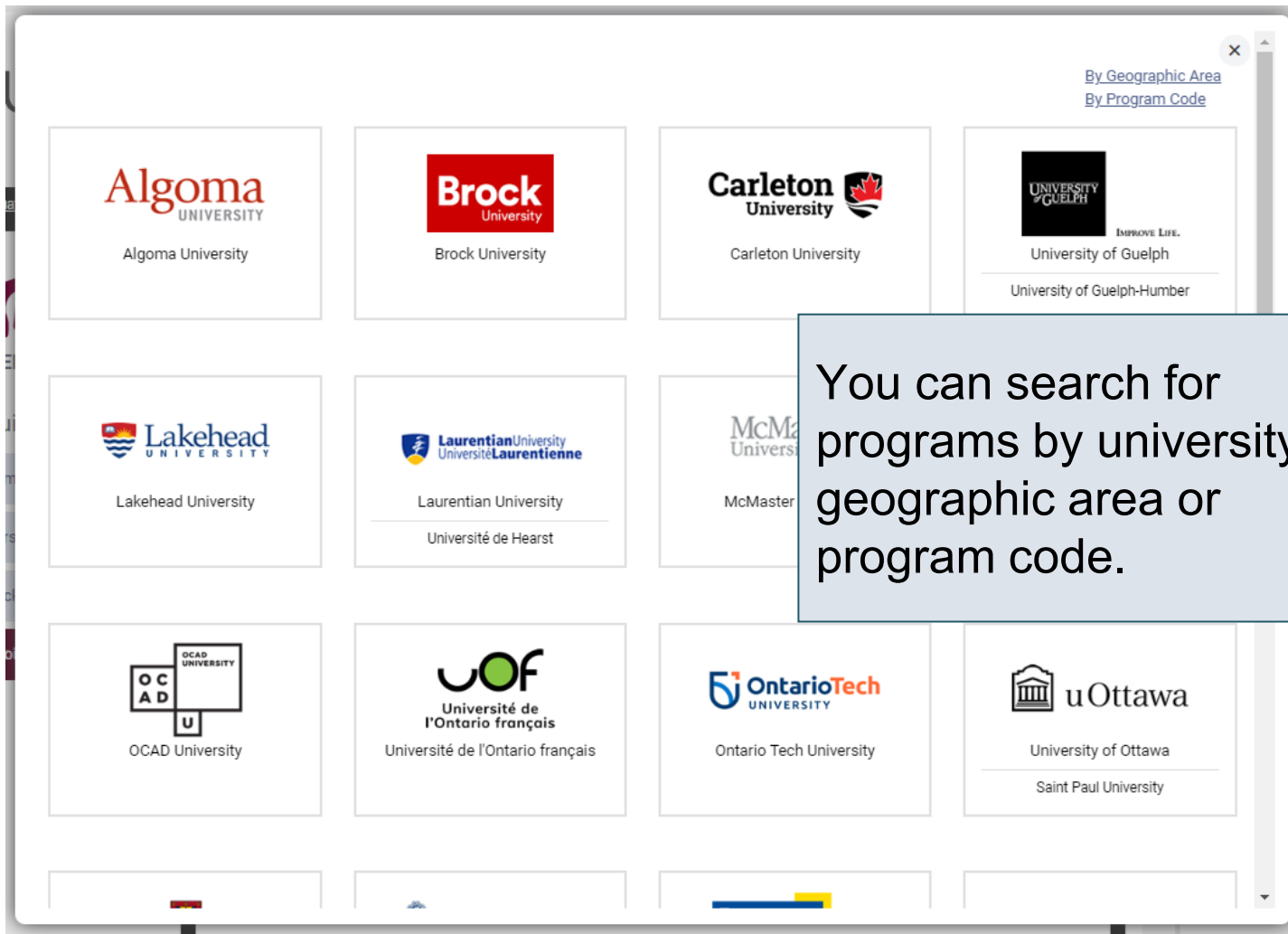
My International Baccalaureate (IB) program type (if applicable)

Choose ▼

The form is displayed in a window with a close button (X) in the top right corner. A callout box on the right side of the form contains instructions about required fields.

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

My Choices



After You Have Selected a Program

Complete the program details for each program selected.



The screenshot shows the McMaster University logo at the top. Below it, the section is titled "Program Details" and "Engineering I". It lists the "Faculty of Engineering" and a deadline of "January 15, 2024". A paragraph explains that applicants can choose between Engineering I and Engineering I (Co-op), with a note that enrollment is limited and by-selection, requiring an 87% admission average. A link to a "supplementary application" is provided. Below this, the "Program Prerequisites" are listed: ENG4U, MCV4U, SCH4U, SPH4U, and additional 4U/M courses to total 6. Finally, "Resource Links" include a link to "Admission Requirements". A blue callout box points to the supplementary application link.

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

The choice order does not affect scholarship or admission consideration **unless** a university's information specifically states that it does.

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 OUAC.

✓ **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

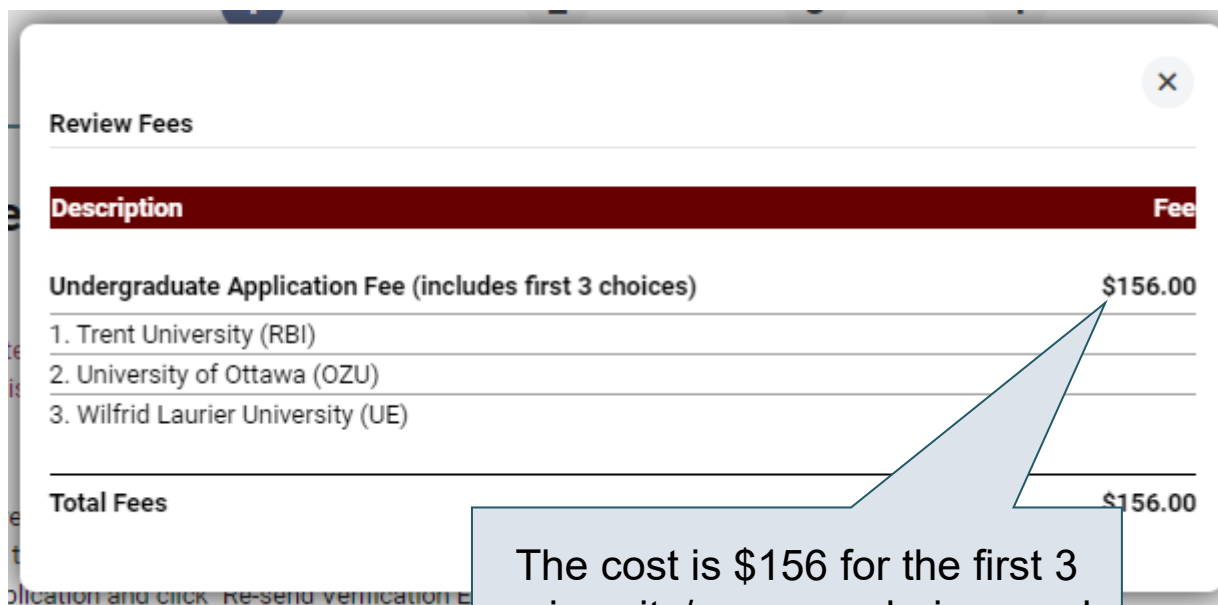
Documents you can upload to confirm your status of Canadian citizen:

- 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 a total of '\$156.00'. A blue 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. Other fees may apply (supplemental program fees)

Review and Payment

1

2

3

4

Review SummaryApplicant's DeclarationPaymentConfirmation

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

Full Name Timothy Allen Smith




Former Last Name/Family Name

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

Contact Details

Home Address 11 Leaner Street
Belleville, Ontario, N1G5E2, Canada

Mailing Address 11 Leaner Street
Belleville, Ontario, N1G5E2, Canada



Paying for Your Application

1

2

3

4




Review SummaryApplicant's DeclarationPaymentConfirmation


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 

Back

Pay

Total Owing \$156.00

Previous: Applicant's DeclarationNext: 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)	Middle Name(s)
Timothy	Allen
Last/Family Name (required)	Former Last Name
Smith	

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

Other Personal Information

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

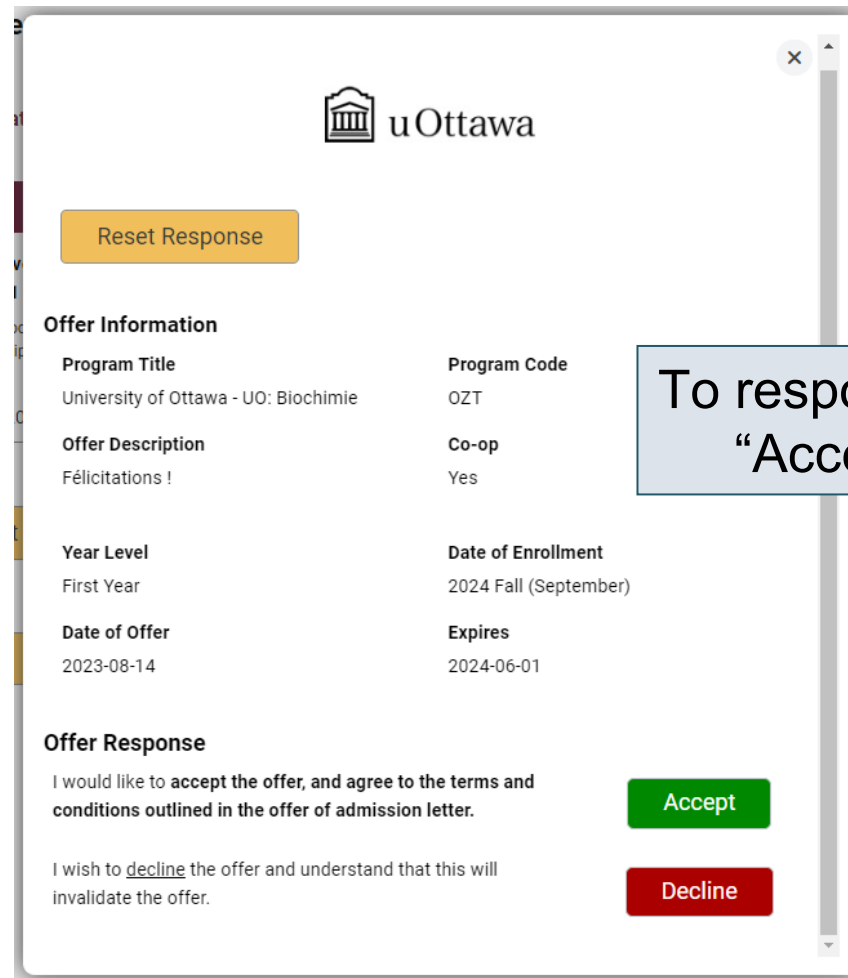
The screenshot displays the 'My Offers' section of the QUAC application portal. On the left is a sidebar with a 'Welcome' message and 'Quick Links' including 'My Personal Details', 'My Background', 'My Choices', 'My Offers' (highlighted), 'My Supporting Documents', and 'Review and Payment'. The main content area shows a congratulatory message: 'Congratulations - You have 2 offer(s)! Offer notes'. Below this is a table of offers. The first offer is from Trent University for Biology (Honours Science) - For Choice 01, with program code RBI and an expiration date of 2024-05-31. The second offer is partially visible, from the University of Waterloo, expiring on 2024-06-01. An eye icon in the first offer's row is circled in yellow, with a callout box explaining its function. At the bottom are buttons for 'Reset Responses', 'Back', and 'Next'.

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

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 accepting or declining an offer from the University of Ottawa. At the top is the uOttawa logo. Below it is a yellow 'Reset Response' button. The form is divided into two main sections: 'Offer Information' and 'Offer Response'. The 'Offer Information' section contains a table with details about the offer. The 'Offer Response' section contains two text input fields for accepting or declining the offer, each with a corresponding button.

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

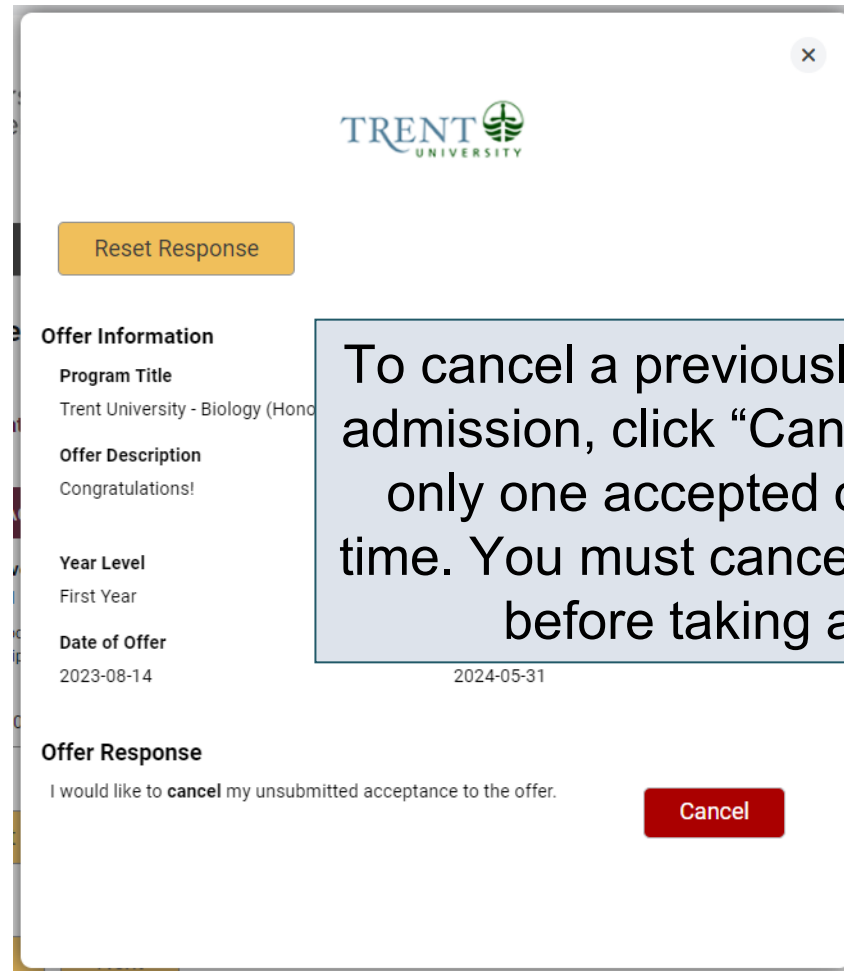
I wish to decline the offer and understand that this will invalidate the offer.

Accept

Decline

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

Cancelling an Offer of Admission



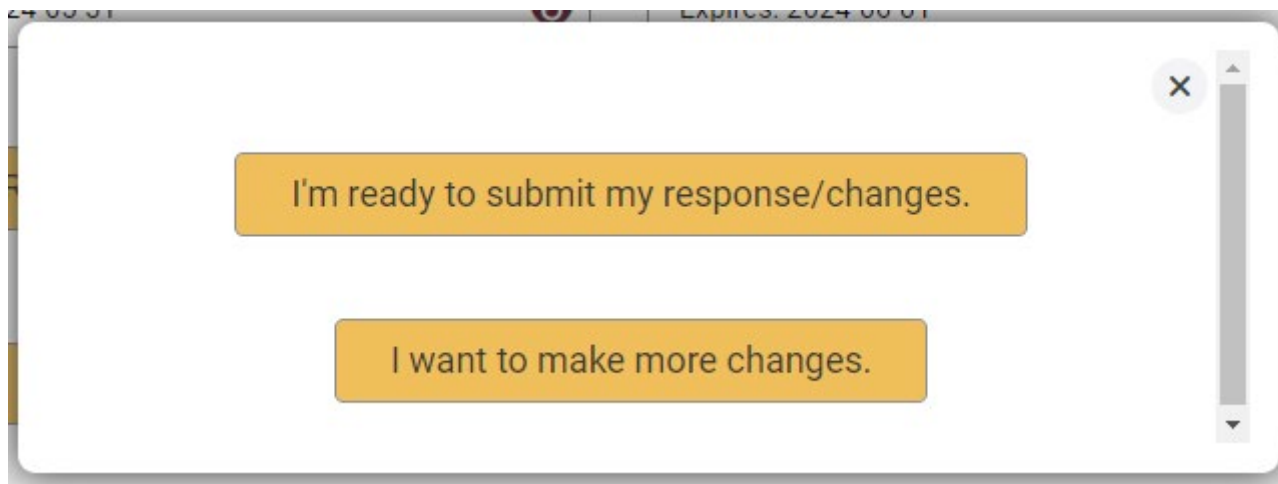
The screenshot shows a web interface for Trent University. At the top is the Trent University logo. Below it is a yellow button labeled 'Reset Response'. The main section is titled 'Offer Information' and contains the following details:

- Program Title:** Trent University - Biology (Honours)
- Offer Description:** Congratulations!
- Year Level:** First Year
- Date of Offer:** 2023-08-14

Below this information is a section titled 'Offer Response' with the text: 'I would like to **cancel** my unsubmitted acceptance to the offer.' To the right of this text is 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 Undergraduate application portal. On the left is a sidebar with a purple graduation cap icon and the word "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 highlighted with a yellow circle. The main content area shows a progress bar at the top with three steps: "1 Review Summary" (active), "2 Applicant's Declaration", and "3 Confirmation". Below the progress bar is the "Review Summary" heading. A message states: "Please review your information and correct any errors or warnings. Once you submit your changes, you will receive a confirmation number by email." Under the "Warnings" section, there are two bullet points: "Make sure you entered your name correctly. Do not use all caps" and "Please return to My Choices – You did not provide previous responses for the following universities: University of Ottawa, Trent University, Wilfrid Laurier University". Below the warnings is an "Amendment" section with a checkmark and the text "You added in Response in My Choices". At the bottom of the main content area is a dark purple bar with the text "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."

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.

Back

I Verify and Agree


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 link to your application.
- Applications are sent to the universities in the mornings, Monday through Friday.
- 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?