



Applying to Ontario's Universities

Undergraduate Application

Instructions for Ontario High School Students

www.ouac.on.ca/undergrad-guide



UNDERGRAD



LAW



MEDICINE



REHAB



TEACHER ED



Ontario Universities'
Application Centre

Step 1:

Research Your University Options

- Visit **OUIInfo** (www.ouinfo.ca) to find what each university has to offer.
- Read the **Undergraduate Application Guide** (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.

Step 2: Get Your OEN

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 your report card. Your high school guidance counsellor will also have it on record.

Step 3: Mark Your Calendar

- **Late September 2024:** The Undergraduate application opens.
- **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



UNDERGRAD



LAW



MEDICINE



TEACHER ED




REHAB

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.

The Hub

The screenshot displays the QUAC Ontario Universities' Application Centre website. At the top, the QUAC logo is 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", "Contact Us", "Application Guide", "My Responsibilities", and "Privacy".

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.

 Ontario Universities'
Application Centre

Navigating the Application

QUAC Ontario Universities' Application Centre

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 QUAC 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

Email Address

Email has not been verified



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

My Background – Education

Education

Provide information about **all institutions** and **all years** when you completed secondary or postsecondary courses.

Have you attended a postsecondary institution? (required)

☐ Yes

☒ No

High School

You must include **all** high schools you attended from Grade 9 to Grade 12, including international high schools.

You do not need to include institutions where your home high school registered you for courses, e.g., board virtual school, dual credit, Specialist High Skills Major, e-learning through a consortium.

Provide information about **all** institutions where you registered in 1 or more high school courses.

Provide information about postsecondary courses you have taken.


My Background – Tell Us More

What is the status of your Ontario Secondary School Diploma (OSSD)? (required)

☒ I will have my OSSD by the end of the current school year.

☐ I already have my OSSD.


☐ I am not working toward the OSSD.

What is your Ontario Education Number (OEN)?  (required)

What is your total number of years in an English-language school system outside of Canada? (required)

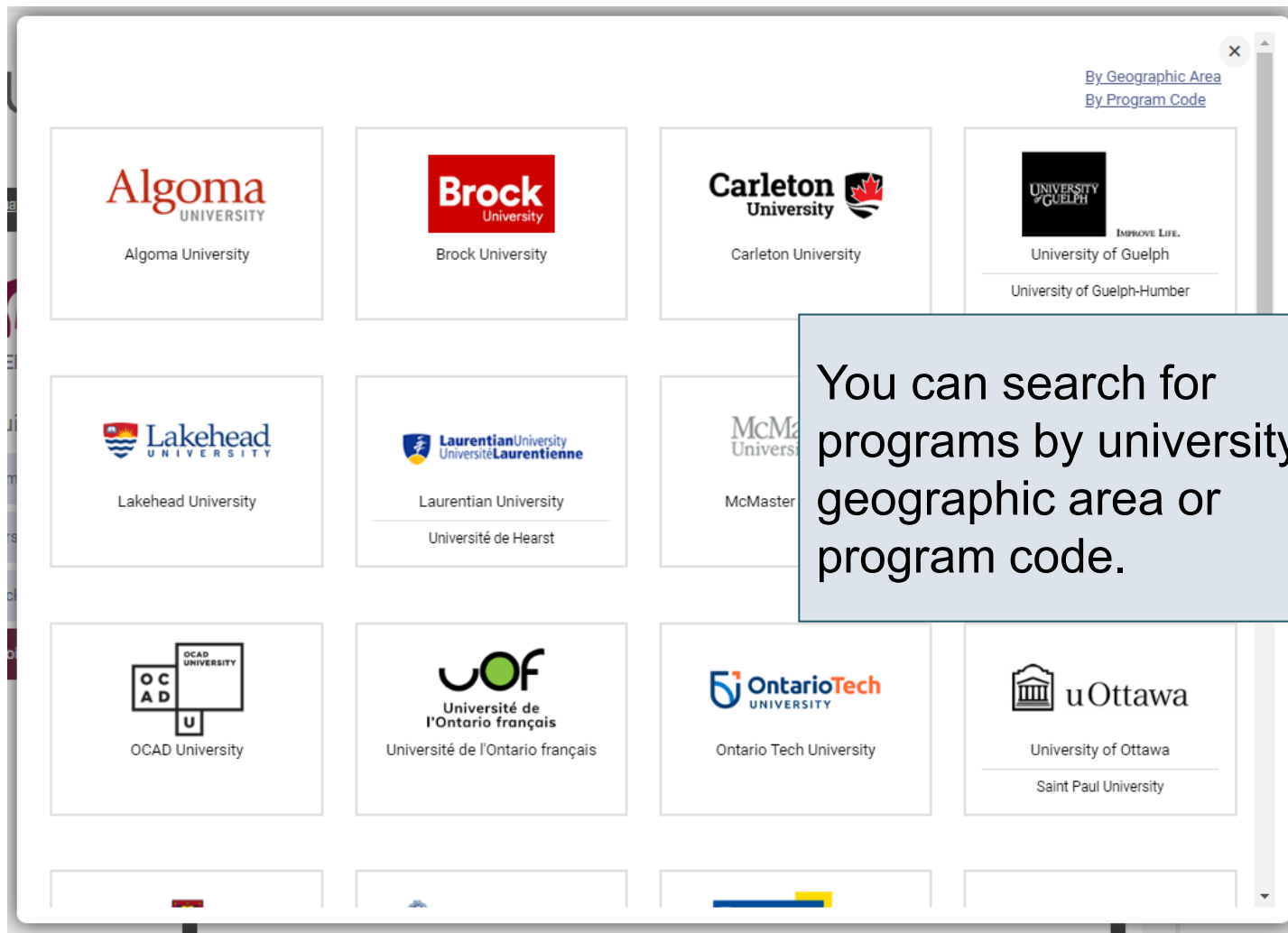
If this question does not apply to you, choose "Not Applicable".

In which country?

Do you intend to write (or have you already written) an Advanced Placement exam by June of the current school year? 

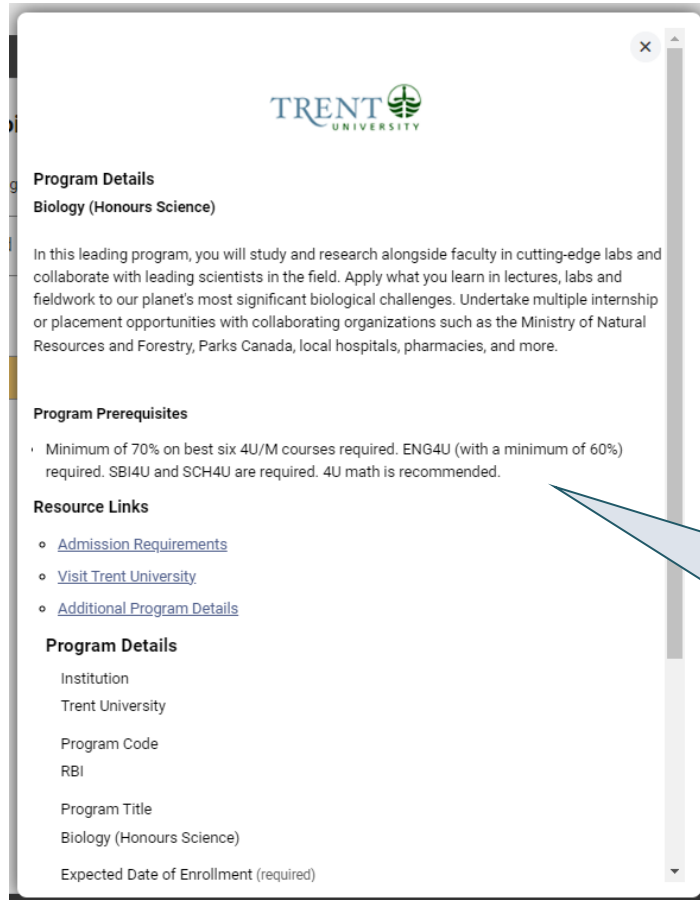
Some fields are required. Select "Yes" to indicate you will achieve your OSSD, then add your OEN.

My Choices



After You Have Selected a Program

Complete the program details for each program selected.



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.

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

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

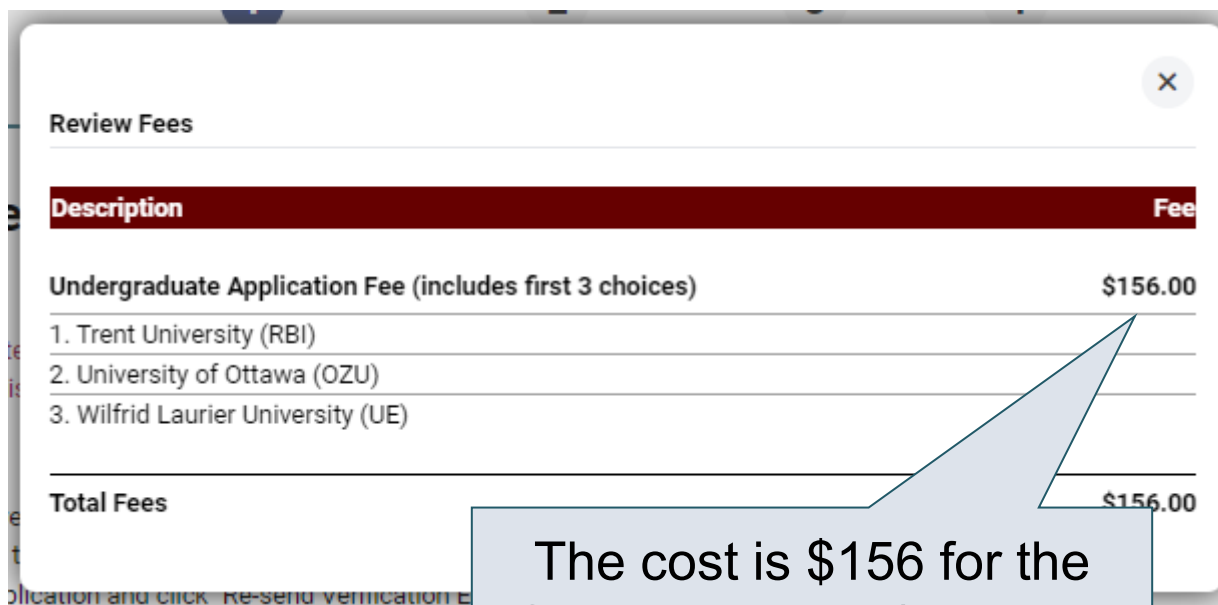
Documents you can upload to confirm your status of Canadian citizen:

- 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)'. At the bottom, the 'Total Fees' are listed as '\$156.00'. A 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.

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

Summary

Declaration

Payment


Confirmation

Payment

Review Fees

Description	Fee
Application Fee (first 3 choices)	\$156.00
1. University of Guelph (GPS)	
2. Nipissing University (PA)	
3. Wilfrid Laurier University (UMA)	
Total Fees	\$156.00

Choose Payment Method

☐ CIBC Student Pay 

Third-Party Voucher Code

Total Owing \$156.00

Once you complete your payment, 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 (2025-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.

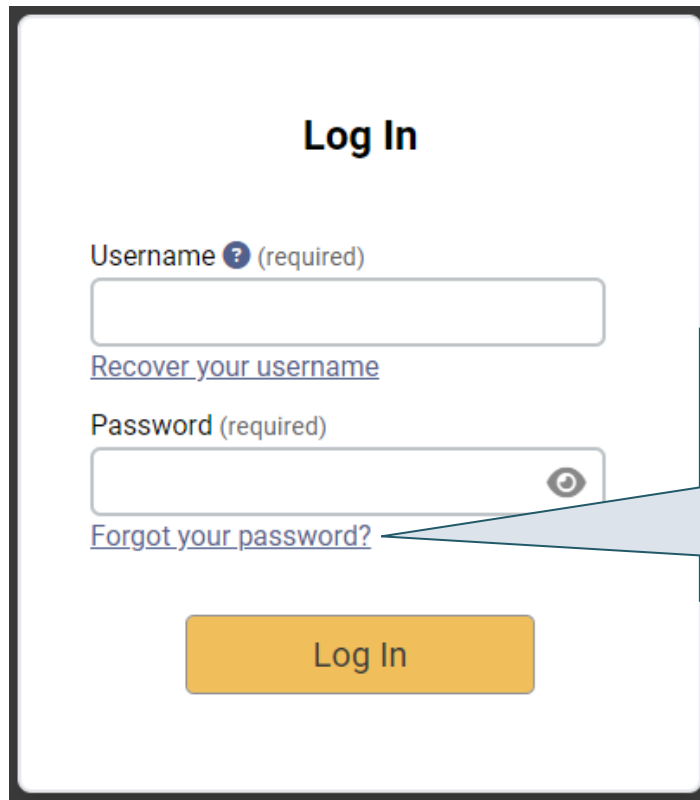


Timothy Smith, your application has been submitted.
Your OUAC Reference Number is: **2024-010077**
All fees are non-refundable.


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.

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



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