

# Applying Online to Ontario's Universities

101 Online Application for  
Ontario High School Students

[www.ouac.on.ca/ouac-101](http://www.ouac.on.ca/ouac-101)



Ontario Universities'  
Application Centre

# Step 1:

## Get Your OUAC Access Codes

Your guidance counsellor will give you a confidential letter containing your access codes:

- **Temporary PIN**
- **School Number**
- **Student Number**

These numbers allow you to access your 101 Application.

**Your PIN is confidential!**  
Don't share it with anyone else.

## Step 2:

# Research Your University Options

- Visit **OUIInfo** ([ontariouniversitiesinfo.ca](http://ontariouniversitiesinfo.ca)) to see what each university has to offer. Review the OUIInfo Postcard.
- Read the **101 Application Guide** (available at [www.ouac.on.ca/guide/101-guide](http://www.ouac.on.ca/guide/101-guide)) for information about the universities and up-to-date program information.
- Check out university publications, websites and tours.
- Talk to counsellors, family, teachers and friends.
- Write down your program choices and codes, and keep them handy.

# Step 3: Mark Your Calendar

- **October/November 2019:** Schools distribute Access Code letters for the 101 Online Application.
- **January 15, 2020:** Deadline to submit your completed application to the OUAC.
- **February 4, 2020:** Recommended last date to make changes to your application.
- **May 27, 2020:** Latest date you can expect a response to your application for admission.
- **June 1, 2020:** The earliest date you may be required to respond to an Ontario university offer of admission and give a financial commitment (e.g., registration deposit, residence deposit, etc.).

# Step 4: Apply!

The screenshot shows the OUAC website interface. At the top left is the OUAC logo and the text "Ontario Universities' Application Centre". At the top right are links for "ACCESSIBILITY" and "FRANÇAIS". Below this is a navigation bar with links for "APPLICATIONS", "DEADLINES", "FEES", "FAQS", "EXTERNAL RESOURCES", "NEWS", and a "SEARCH" button. A teal banner below the navigation bar reads "APPLY TO AN ONTARIO UNIVERSITY". The main content area is a grid of six colored boxes, each representing a different application category. The "UNDERGRAD (101)" box, which is dark blue and features a white outline of Ontario, is circled in yellow. The other boxes are: "UNDERGRAD (105)" (red, globe icon), "LAW" (purple, scales icon), "REHAB SCIENCES" (orange, hands icon), "TEACH" (blue, teacher icon), and a partially visible green box with a book icon. A light blue callout box with a dark blue border is overlaid on the bottom right of the grid, containing the text "Access the application at: [www.ouac.on.ca](http://www.ouac.on.ca)".

**UNDERGRAD (101)**  
Current Ontario high school students

**UNDERGRAD (105)**  
Canadian residents or international applicants not currently attending an Ontario high school

**LAW**  
Ontario Law School Application Service (OLSAS)

**REHAB SCIENCES**  
Ontario Rehabilitation Science Programs Application Service (ORPAS)

**TEACH**  
Teacher Education Service

Access the application at:  
[www.ouac.on.ca](http://www.ouac.on.ca)

# Let's Get Started!

The screenshot shows the OUAC 101 website interface. At the top, there is a dark navigation bar with tabs for APPLICATIONS, DEADLINES, FEES, FAQs, EXTERNAL RESOURCES, NEWS, and a SEARCH bar with a magnifying glass icon. Below this, a dark blue banner contains the text 'APPLY TO AN UNDERGRADUATE PROGRAM For applicants currently attending an Ontario high school' and 'OUAC 101'. A breadcrumb trail reads 'Home » Current Ontario High School Students (101)'. A 'NEWS & REMINDERS' section with left and right arrows contains the text 'Read These Top 10 Questions Now! Here is a collection of common questions and answers that will hopefully help you with your decision making.' The main content area is titled '101 Criteria' and asks 'Is this the right application for me?'. It instructs users to answer a few short questions and lists criteria for completing the application. A light blue callout box with a dark border is overlaid on the page, containing the text 'Access the application directly at: www.ouac.on.ca/ouac-101'. Below the criteria, there is a '101 Online Application' section with a link to 'More information about how to apply'. At the bottom of this section, there are two buttons: 'APPLY NOW' (circled in yellow) and 'BROWSE PROGRAMS'. A footer at the bottom of the page says 'Log in or create your OUAC profile for fall 2018 entry.' and 'Your source for up-to-date university info - all in one place.'

Access the application directly at:  
[www.ouac.on.ca/ouac-101](http://www.ouac.on.ca/ouac-101)

# Creating an Account For the First Time

 Ontario Universities' Application Centre Français Print



Ontario Secondary School Application (101)

Log In

★ Required field

★ Username

[Recover your username](#)

★ Password

[Request a temporary password.](#)

Create Account

Is this your first time filling out an Ontario university application? [Create My OUAC Account](#)

**2019 Entry**

You are not logged in. [Log in.](#)

**Application Links**

[Browse Programs](#)

**Help Links**

- [Info](#)
- [About 101](#)
- [OUAC & Privacy](#)
- [Applicant Responsibilities](#)
- [Contact Us](#)
- [Intend to Apply For OSAP?](#)
- [Start Your Research with eINFO](#)

**The first time you log in:  
You will need to create an  
OUAC Account.**

# Your OUAC Account

## Create My OUAC Account

If this is your first time logging in, you need to create your OUAC Account. Do not create more than one account. You will use your username and password to apply to all OUAC applications from now on.

**Note:** If you have applied through the OUAC any time after August 2016, you should have an OUAC account.

\* Required field

\* First Name

If you only have 1 name, enter it as both your first name and your last name/family name.

Middle Name(s)

\* Last Name/Family Name

\* Date of Birth (Format: yyyy-mm-dd)

### Enter Your Email Address

We will send a verification email to this email address. If you do not receive a verification email, go to "My OUAC Profile" in your application and click "Re-send Verification Email".

**Note:** You will not be able to submit your application until you verify your email address.

\* Email Address

\* Confirm Email

### Create a Username and Password

**Note:** Create a username that is personal and that you can remember. We recommend that you do not use any previous OUAC identification numbers (e.g., an old OUAC Reference Number or IT number). Do not use accented characters (e.g., é, è, ê, ë).

\* Username

\* Password

\* Confirm Password

Terms and Conditions

## Create Your Username and Password

Create a username that is easy for you to remember. You will use it to apply to all OUAC applications from now on.



# Welcome and Access Codes

## Welcome

[Read important 101 news and reminders.](#)

[Search FAQs.](#)

This application is only for current Ontario high school students who are applying to start undergraduate study in 2020 (January-September). **All application fees are non-refundable.**

If you have chosen the wrong application, return to the [OUAC website](#) to select another.

**Here are some helpful tips to get you started:**

- You will need your Application Access Code Letter with your school information and PIN. Please see your guidance office if you need help.
- Use the "Application Links" menu to start your application in any order.
- Click "Review and Submit" at any time to complete your application.
- Before you submit your application, you can review and/or change information you have entered.
- After 20 minutes of inactivity, you will be logged out. Please be advised that your changes will not be saved.

### Your OUAC Reference Number

You will be assigned an OUAC Reference Number. This number is application-specific and is used for all services.

### My Access Codes

\* Required field

\* School Number

\* Student Number

\* Temporary PIN

Save

Review the helpful tips on the Welcome page and enter your access codes provided by your guidance counsellor to start your online application.

# Navigating the 101 Application

**2020 Entry**

**\*Total Owing**

You are logged in as:  
lweirfer7  
[Log Out](#)  
OUAC Reference Number:  
2020-010072

My OUAC Account  
My OUAC Financial Account  
OSAP Link Status

**Application Links**

Welcome Back

**Personal Information**

Contact Information  
Academic Background  
Browse Programs  
Choices/Offers  
Additional University Details  
Other Academic Information  
Current High School Information and Grades  
Review and Submit

**Help Links**

101 Application Guide  
FAQs  
About 101  
101 & Privacy  
Applicant Responsibilities  
Contact Us  
Intend to Apply For OSAP?  
Start Your Research with OUInfo

## Personal Information

[? Help](#)

Enter your name as they appear on your health card, passport or other official document.

- Use upper case and lower case letters for your names (e.g., Taylor rather than taylor or TAYLOR).
- Do not enter only initials for your name.
- If you only have 1 name, enter your first/given name and your last/family name.

\* Required field

### Your Name and Other Personal Information

Title  
Choose ▾

\* First/Given Name  
lma

Middle Name(s)

\* Last/Family Name  
Applicant

Preferred Name  
The name you want to be called, if different from your legal given name. Do not include your last/family name.  
?

Former Last Name/Family Name  
?

Gender  
Choose ▾

\* Date of Birth (Format: yyyy-mm-dd)  
? 2002-06-06

Are you an Aboriginal/Indigenous person?  
An Aboriginal/Indigenous person is an individual who is First Nations (Status or Non-Status), Métis or Inuit.  
?  Yes  
 No/Undeclared

“Help” links are located on most of the application screens or on the fields themselves.

# Add Personal and Contact Info

**Personal Information**

[Help](#)

\* Required field

**Your Name and Other Personal Information**

Title  
Choose ▾

\* First Name (Legal Given Name)  
Mary

Middle Name(s)

\* Last Name/Family Name  
Chapman

Preferred/Commonly Used Name

Former Last Name/Family Name

Gender  
Choose ▾

\* Date of Birth (Format: yyyy-mm-dd)  
1998-01-01

\* Status in Canada (at time of applying)  
 Canadian Citizen  
 Permanent Resident  
 Study Permit  
 Diplomatic  
 Convention Refugee (Protected Person)  
 Visitor  
 No Status

\* Country of Citizenship  
Choose ▾

If not born in Canada, date of entry into Canada (format: yyyy-mm)

**Contact Information**

Home address, mailing address and 1 phone number are required.

My Email	Actions
myemail@email.com	<a href="#">Change</a>

[Add](#)

My Addresses	Address Type	Actions
No information available.		

[Add](#)

My Telephone Numbers	Telephone Type	Actions
No information available.		

Proceed to [Academic Background](#) if you are satisfied with this information

# Select Your Programs

## Select Programs

You may browse through program information using one of the starting points listed below:

**Program Category**

[By University](#)

[By Geographic Area](#)

These are the search options.

## Fast Track

If you have done your research and know exactly which program codes you would like to add, enter the codes here:

\* Program Code

Enter an OUAC program code to use the Fast Track option.

Search

# Once You've Selected a Program

Complete the program details for each program selected.

The screenshot shows two overlapping web pages. The background page is titled "Select Programs - Lakehead University" and contains a link for "Review the Lakehead University requirements" and another for "Visit Lakehead University". The foreground page is titled "Program Details - Accounting" and lists admission requirements for a Bachelor of Commerce (BComm) program, including a list of specific program admission requirements (OSS) and a list of links for "Admission Requirements", "Visit", and "Visit University of Guelph-Humber". A callout box with a light blue background and black text points to the "Admission Requirements" link in the foreground page.

**Select Programs - Lakehead University**  
[Review the Lakehead University requirements](#)  
Visit [Lakehead University](#)

With two campuses in Thunder Bay and Orillia, Lakehead University offers a diverse range of highly recognized programs, acclaimed faculty and state-of-the-art learning technology, all nestled in the beauty of the natural surroundings. Students from all around the world choose to study at Lakehead University. Visit [www.lakehead.ca](#) to learn more about Canada's #1 Value-Added University. Visit [www.lakehead.ca](#) to learn more about the offerings available.

**Program Details - Accounting**

Complete the details requested in the following form.

- Bachelor of Commerce (BComm)
- Program is also available by co-operative education.

**SPECIFIC PROGRAM ADMISSION REQUIREMENTS (OSS):**

- ENG4U, MHF4U, one additional 4U Math, three additional 4U or 4M courses. Students deficient in math will not be considered for BComm specializations.

- [Admission Requirements](#)
- [Visit](#)
- [Visit University of Guelph-Humber](#)

Required field

Program Details	
Institution	University of Guelph
Program Code	GBK
Program Title	

**View the Admission Requirements for the program**

# Order Your Choices

**Program Choices**

[Add Program](#)

Choice Number	Program Code	Program Title	Actions
01 ▾	GBK	University of Guelph Accounting	<a href="#">Change</a> <a href="#">Delete</a>
02 ▾	TLA	University of Toronto Political Studies (BA)	<a href="#">Change</a> <a href="#">Delete</a>

**Order Your Choices**

To rank your program selections in order of preference or manually change the numbers used for your choices

[Save Ordered Choices](#)

[Add Program](#) to your application  
Proceed to [Additional University Details](#) if you have not yet completed this step.

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

# Fees

The screenshot displays the 'Program Choices' section of the OUAC application portal. On the left, a navigation menu includes 'Total Owing', 'Application Links', and 'Program Choices'. The main content area shows a table of selected programs with columns for Choice Number, Program Code, Program Title, and Actions. A callout box points to the first three rows of the table, explaining the associated costs.

Choice Number	Program Code	Program Title	Actions
01	GBK	University of Guelph Accounting 2019 Fall (September)	Change, Delete
02		University of Toronto Architectural Studies (BA) - St. George Campus 2019 Fall (September)	Change, Delete
03	JBB	Algoma University Business (BA 4 Year) 2019 Fall (September)	Change, Delete

**Order Your Choices**  
Rank your program selections then click "Save".

**Callout Box Text:**  
The cost is \$150 for the first 3 university/program choices and \$50 for each additional choice.

# Answer Questions

You must complete the Additional University Details and questions in the “Other Academic Information” section.

**Additional University Details**

\* Required field

**Algoma University**  
Previous Year Applied  
Choose a year ▼

**Ryerson University**  
Previous Year Applied  
Choose a year ▼

**Trent University**  
Previous Year Applied  
Choose a year ▼

Save

**Other Academic Information**

[Help](#)

\* Required field

**Other Information**

My total number of years in Ontario high schools (including current school year)  
Choose ▼

My total number of years in a Canadian school system  
Choose ▼

My total number of years in an English-language school system outside of Canada  
Choose ▼

In which country?  
Choose ▼

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

I intend to write (or have already written) an Advanced Placement Exam by June of the current school year  
AP exams are administered by The College Board in the United States.

Yes  
 No

# Current High School Info/Grades

Please monitor and report errors to your guidance counsellor.

## Current High School Information and Grades

Your high school has provided us with your applicable academic data throughout the year.

- Review your academic information carefully and inform your guidance counsellor if changes are required.
- Only your Grade 11-12 courses are reported to the OUAC (your Grade 9-10 courses will not be listed).

**Note:** If there is no information listed on this page, please continue to submit your application and contact your guidance counsellor.

### My High School Information

School Number

999999

School Name

OUAC Grades

Diploma Status

Unknown

This screen is  
“read-only”.

# Submitting Your Application

## Review and Submit

Please review your information:

- Correct any errors or warnings by returning to the appropriate section of your application.
- Once satisfied that your information is accurate, read the "Applicant's Declaration".
- Click "I Verify and Agree" to proceed to payment.

Once you have successfully submitted your application, you will receive an OUAC Reference Number.

## Warnings

- **5251:** Make sure you entered your name correctly. Do not use all capital letters.

This information was provided in Personal Information:

### Your Name and Other Personal Information

Title

I Verify and Agree

Click to proceed to the payment screen.

# Paying for Your Application

You can pay by the following methods:

**1. VISA/MasterCard/American Express:**

You will need the card number, expiry date and CVV/CVC/CID number.

**2. Online Banking:**

You will receive a bill payment account number from the OUAC when you submit your application

# Paying for Your Application

## Payment Options

- Credit Card (VISA, MasterCard or American Express)

Prepaid credit cards and VISA debit cards are not accepted.  
**Important:** Do not click the "Back" button in your browser after you payment.

▶ More

- Online Banking (Canadian banks and credit unions only). This process usually takes 2-5 business days.

▶ More

- Western Union Business Solutions - GlobalPay for Students (Bank to bank transfer for international payments only)

▶ More

Continue

Once you choose your method of payment and click "Continue", you will receive your OUAC Reference Number.

The OUAC cannot process your application without the application fee.

# Finishing

- On the “Complete” page, print the screen displaying your OUAC Reference Number (2020-XXXXXX) and further instructions. You will also receive an email.
- Store your OUAC Reference Number, as you will need to include this number when communicating with the OUAC and the universities.

## Complete

Hi **John**, your application has been submitted. Your OUAC Reference Number is: **2020-XXXXXX**.

Your application will be forwarded to your university choice(s) once the application service fee is successfully processed. **All fees are non-refundable.**

# Request a Temporary Password

**Request a Temporary Password**

To request a temporary password, enter your username. A temporary password will be emailed to you and will expire 1 hour from the time sent.

\* Required field

\* Username

[Recover your username](#)

\* Email Address

# Need Assistance?

Read the "FAQ" section and the 101 Application Guide on our website at: [www.ouac.on.ca/faq-application/101/](http://www.ouac.on.ca/faq-application/101/).

Contact us:

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Guelph ON N1G 5E2

Telephone: 519-823-1063

Fax: 519-823-5232

Email: [101sup@ouac.on.ca](mailto:101sup@ouac.on.ca)

Website: [www.ouac.on.ca/ouac-101](http://www.ouac.on.ca/ouac-101)