



# STUDENT SERVICES

*“WHERE EVERY STUDENT MATTERS”*



## ONTARIO UNIVERSITIES ONLINE APPLICATIONS

**[WWW.OUAC.ON.CA/OUAC-101/](http://WWW.OUAC.ON.CA/OUAC-101/)**

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

**APPLICATION DEADLINE: JANUARY 15<sup>TH</sup>, 2020**



# 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)
- ✓ Your **OUAC Access Codes (Student Number and PIN)**
- ✓ 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 Access Codes (Student Number and PIN)**
- ✓ A printed **Copy of your Application**
- ✓ A print out of your **Application Complete Page** which **Confirms your Application** and states your **OUAC Reference Number**

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

**APPLICATION DEADLINE: JANUARY 15<sup>TH</sup>, 2020**



It is **STRONGLY RECOMMENDED** that you carefully **READ ALL OF THE INFORMATION** that will be presented to you on this website as you complete the application.

### **STEP 1: CREATE YOUR OUAC PROFILE**

- ✓ Go to [www.ouac.on.ca/ouac-101/](http://www.ouac.on.ca/ouac-101/)
- ✓ Click [create your OUAC profile](#) for fall 2020 Admission
- ✓ Enter your Name, Birthdate and Email (Use a **Personal Email** – not your Niagara Catholic email)
- ✓ Create a Username and Password  
**(MAKE SURE TO SAVE YOUR USERNAME AND PASSWORD IN A SAFE PLACE!!!)**
- ✓ Click

Read the OUAC 101 Application **Welcome** Information and then click

### **STEP 2: ENTER ACCESS CODES**

- ✓ REFER TO THE **APPLICATION ACCESS CODE LETTER** PROVIDED BY OUAC AND INPUT YOUR :
  - School Number (**690791**)
  - Student Number (**3 Zeros + Your OEN**)
  - Temporary PIN/ Password (**Temporary PIN is Case Sensitive**)
- ✓ Click

### **STEP 3: ENTER YOUR APPLICATION INFORMATION**

- ✓ COMPLETE THE FOLLOWING SECTIONS OF THE APPLICATION:
  - Make sure to Click  after each section.
  - **Personal Information**
    - Verify the data and make changes or additions where necessary



- **Contact Information**

- **Verify your email – You will receive a OUAC Account Confirmation Email where you will have to verify your personal email by clicking on the link provided.**
- You will need to add both a Home and Mailing Address and a Phone Number

- **Academic Background**

- You will enter Blessed Trinity **and any other institution where you took at least ONE course at (including any night school, online or summer school course taken outside of Blessed Trinity)**
  - **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

#### **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

- ✓ As you select each program, make sure to read the information presented and then complete the **PROGRAM DETAILS** requested for each program.

- ✓ Click on

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 plan to apply to.

- ✓ Once you have Selected and Ordered all your Programs Choices click:

Save

- ✓ Complete the **Additional University Details** section – **this section is only for the 12B students** who may have applied last year. Graduating Grade 12s can proceed to the next step.

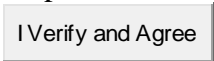



## **STEP 5: REVIEW YOUR ACADEMIC AND OTHER INFORMATION**

- ✓ Complete the **Other Academic Information** section of the Application by answering the 6 questions.
- ✓ Review **Current High School Information and Grades**
- **Carefully review your Current High School Information and Grades and report any errors to Guidance immediately.**
- Click [Review and Submit](#)

**ONCE YOU VERIFY AND SUBMIT YOUR APPLICATION YOU WILL NOT BE  
ABLE TO ACCESS/CHANGE YOUR APPLICATION UNTIL AFTER YOU  
MAKE PAYMENT!!!**

## **STEP 6: REVIEW, VERIFY AND SUBMIT YOUR APPLICATION**

- Review all the information that you have provided for your application.
- Acknowledge any Error or Warning Messages and correct/check as necessary
- If you need to change anything, simply return to the specific Application Step under the **Application Links** listed on the left hand side menu bar.
- ✓ **Before the next step, PRINT THE REVIEW AND SUBMIT PAGE for your Records**
- To proceed to the payment screen, Read the **Applicant's Declaration** and then click the  button found at the bottom of the **Review and Submit** page.
- ✓ Select a **PAYMENT OPTION**
  - Carefully follow the instructions and provide the necessary payment information.
- ✓ To submit and complete the application click on 

**YOUR PAYMENT MUST BE RECEIVED BEFORE YOUR APPLICATION IS PROCESSED.**

**BEFORE YOU LOGOUT**

- ✓ PRINT THE Application **Complete** PAGE
- THIS PAGE IS YOUR CONFIRMATION THAT YOU HAVE SUBMITTED YOUR APPLICATION AND IT HAS A RECORD OF YOUR **OUAC REFERENCE NUMBER.**
- **Save your OUAC Reference Number in a safe place and on your phone** - you will need this number when communicating with the OUAC and the Universities.
- In order to **review and/or change your completed application** you must have your
- **Username and Password** to access your file.

**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 27<sup>th</sup>, 2020.**
- ✓ **YOU MUST CONFIRM AN OFFER OF ACCEPTANCE BY JUNE 1<sup>ST</sup>, 2020.**

**BE AWARE OF RESIDENCE APPLICATION DEADLINES –**  
**MANY UNIVERSITIES REQUIRE RESIDENCE DEPOSITS BEFORE JUNE 1<sup>ST</sup>, 2020**

**USERNAME AND PASSWORDS**

|                                     |  |
|-------------------------------------|--|
| <b><u>OUAC USERNAME</u></b>         |  |
| <b><u>OUAC PASSWORD</u></b>         |  |
| <b><u>OUAC REFERENCE NUMBER</u></b> |  |

