

# University Application Instructions



Telephone: 519-823-1063

Fax: 519-823-5232

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

**Consider creating a professional email address that you use for your university application. Check your emails regularly to ensure you don't miss updates and/or important dates.**

1. Log on to [www.ouac.on.ca/appy/dashboard/en\\_CA/user/login](http://www.ouac.on.ca/appy/dashboard/en_CA/user/login) to apply. An application guide including how-to videos are available @ [www.ouac.on.ca/guide/undergrad-guide/](http://www.ouac.on.ca/guide/undergrad-guide/).
2. Click "Create My Account" and then "Start Application" in the *My Undergraduate Hub*. Review the helpful tips on the Welcome Page before proceeding.
3. Complete the application by filling in all required fields of each section of the application:
  1. My Personal Details
    - verify that your email address has been confirmed in this section
  2. My Background
    - provide info about ALL schools you were registered in for 1 or more high school courses
    - when asked if you have or will achieve your OSSD this year, click YES
    - your OEN number must be entered and is available on your report card or status sheet
  3. My Choices
    - search for the programs you are interested in by university, city or program code (program codes are available on [www.ontariouniversitiesinfo.ca](http://www.ontariouniversitiesinfo.ca) if you have done your research there)
    - review the details of the program(s) you select to ensure you can meet the admission requirements
    - order your choices – some schools take this into consideration, so be aware
  4. My Supporting Documents
    - the academic information screen is read only, so if you notice an issue, contact your guidance counsellor as soon as possible
    - upload documents here as specified by your university choices
  5. Review and Fee Payment
    - review your fees: \$156 for 3 university/program choices + \$50 each for each additional choice
    - review your application
    - submit your application by paying the fees
    - after you click Pay, you will receive your OUAC reference number: \_\_\_\_\_



**Record your OUAC reference number  
you will need it when communicating with the OUAC and the universities.**