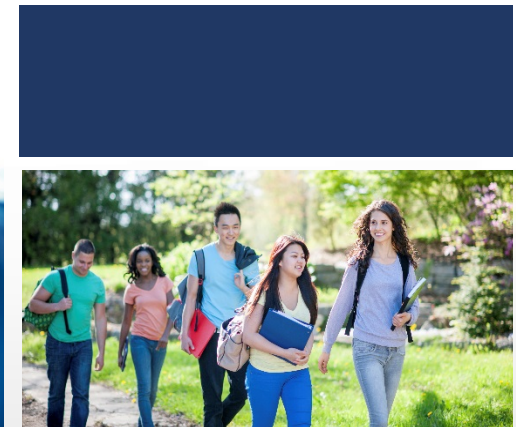# Applying Online to Ontario's Universities

101 Online Application for
Ontario High School Students

www.ouac.on.ca/ouac-101
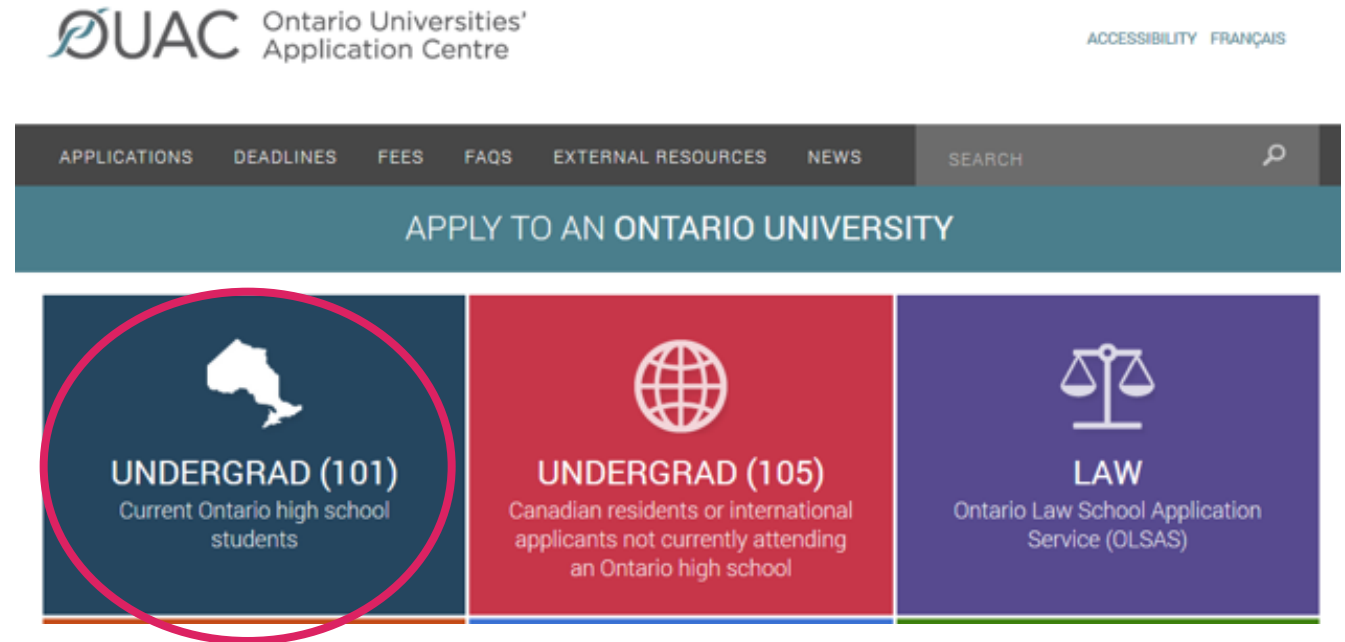
OUAC Timeline

Month	Task
Mid-October	• Rosedale will contact guidance counsellors to gather information about graduating students.

Late-October	• Rosedale will send OUAC access codes for graduating students. These codes allow students to apply through OUAC. They include:
	   • Temporary PIN
	   • School Number
	   • Student Number

November-January	• Students apply to their chosen schools/programs through OUAC.
Mid-January	• Last date for OUAC applications.

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APPLYING TO UNIVERSITIES IN ONTARIO

- Rosedale Academy students are considered to be **Ontario students.**

- Rosedale students who are not Canadian citizens or Permanent Residents must still pay the **International Student Tuition fees.**

Access the online application at: **www.ouac.on.ca**

LET'S GET STARTED!

CREATING A PROFILE FOR THE FIRST TIME

The first time the student logs in they will need to create an OUAC Account/Profile

The OUAC Profile

Create My OUAC Profile

* Required field

* **First Name**

Middle Name(s)

* **Last Name/Family Name**

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

* **Email Address**

* **Confirm Email**

Create a Username and Password

Keep these for your records. You will use this username and password to apply to all OUAC applications from now on.

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).

* **Username**

* **Password**

* **Confirm Password**

Terms and Conditions

By clicking "Create My OUAC Profile", you accept the following terms and conditions:

Create Username and Password

Ask students to create a username that is easy to remember.

Counsellors should keep a copy of the student **username and password.**

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WELCOME AND ACCESS CODES

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

NAVIGATING THE 101 ONLINE APPLICATION

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

ADD PERSONAL AND CONTACT INFO

HINTS

Name: should be legal passport name

Status in Canada: If not Canadian, choose **"No status"**

If not born in Canada...: Leave this section blank.

Email: Student should have an email address they constantly check that is professional + not full of numbers

CONTACT INFO

For "My Addresses":

This must be the **student's** home address. This cannot be the school's address!

101 Application » Contact Information

Ontario Secondary School Application (101)

Contact Information

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

My Email	Actions
myemail@email.com	▶ Change

▶ 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

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SELECT PROGRAMS

101 Application » Browse Programs » Select Programs

Ontario Secondary School Application (101)

Select Programs

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

Program Category

By University

By Geographic Area

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**

Search

These are the search options.

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ONCE A PROGRAM HAS BEEN SELECTED

Complete the program details for each program selected.

View the Admission Requirements for the program

ORDER CHOICES

The choice order does not affect scholarship or admission consideration. There are no schools that consider the ranking.

Program Choices

▶ Add Program

Choice Number	Program Code	Program Title	Actions
01 ▼	GBK	University of Guelph Accounting	▶ Change ▶ Delete
02 ▼	TLA	University of Toronto Architectural Studies (BA)	▶ Change ▶ Delete

Order Your Choices

To rank your program selections in order of preference, you can either drag and drop your choices or manually change the numbers under the "Choice Number" column.

Save Ordered Choices

Add Program to your application
Proceed to Additional University Details if you are satisfied with this information

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FEES

The cost is $150 for the first 3 program choices and $50 for each additional choice.

ANSWER QUESTIONS

Complete the Additional University Details and questions in the "Other Academic Information" section.

CURRENT HIGH SCHOOL INFO/GRADES

Please monitor and report errors to Rosedale Academy.

Ontario Secondary School Application (101)

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 cont[...] 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". Contact Rosedale Guidance Team if there are any errors in the grades shown.

SUBMITTING 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 here to proceed to the payment screen

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PAYING FOR THE APPLICATION

You can pay by the following methods:

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

Once the method of payment is chosen, click "Continue".

The OUAC cannot process the application without the application fee.

FINISHING

- On the "Complete" page, print the screen displaying the student's OUAC Reference Number (201X-XXXXXX) and further instructions. A email will also be sent.

- Store the OUAC Reference Number, as students will need to include this number when communicating with the OUAC and the universities.

OUAC & CANADIAN UNIVERSITIES

- OUAC will send student marks to the following schools:
  - Acadia University
  - Bishop's University
  - The University of British Columbia
  - The University of Calgary
  - Concordia University
  - Dalhousie University
  - McGill University
  - Saint Mary's University
  - Simon Fraser University
  - The University of Victoria

- To authorize, the applicant must include their 11-digit OUAC Reference Number on the above schools' application forms.
  - 11th digit should be "0"
  - i.e. 2019-XXXXXX0

CHANGING APPLIED PROGRAMS

• Some universities may not accept changes past a certain date

If want to change applied program from the SAME university: no additional fee

➡ Withdraw from old program, add new program from the same school

If want to add program from a different school: must pay extra $50 CAD.

➡ Add new program

CHANGING APPLIED PROGRAMS

• Some universities may not accept changes past a certain date

If changes are made, MUST click **Review & Submit** and go through process of submitting changes!

Remember to press **Verify & Agree** at the bottom of the Review & Submit page!

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RESPONDING TO OFFERS

Choices/Offers

▶ Add Program

Reset Offer Responses

Choice Number	Offers of Admission	Response	Program Code	Program Title	Actions
01 ▼			GAS	University of Guelph Arts & Science 2017 Fall (September)	▶ Change ▶ Withdraw
02 ▼	Offer Expires: 2016-10-21		GBK	University of Guelph Accounting 2017 Fall (September)	▶ Change ▶ Withdraw
03				University of Toronto Architectural	▶ Change

Response to Offer

You have been offered admission to this program. Respond to the offer and click "Save and Continue". To fully process your response, you must complete the "Review and Submit" process.

○ 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.

Continue Clear Selected Values

Choices/Offers

▶ Add Program

Review and Submit Changes/Responses

When you are finished making changes and/or responding to your offers, you must complete the Submit Process to send them to the universities.

Review and Submit Changes/Responses

Reset Responses

Choice Number	Offers of Admission	Response	Program Code	Program Title	Actions
01 ▼	Offer Expires: 2018-09-12	Unsubmitted Acceptance	B/H	Brock University BA: Community Health 2018 Fall (September)	▶ Change ▶ Withdraw Choice

Click the offer, and accept the offer. Remember to press **Verify & Agree** at the bottom of the Review & Submit page!

It is not necessary to decline offers.

Request a Temporary Password

FORGOT 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

Request a temporary password   Cancel

If a student forgets their OUAC Profile password, they can request a temporary password by clicking "Request a temporary password" on the "Log In" screen.

Students must enter their OUAC Profile username and email address. A temporary password will be emailed to them and will expire one hour from the time sent.

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Need Assistance?

Read the "FAQ" section and the 101 Application Guide on the OUAC website at: www.ouac.on.ca/faq-application/101/.

Or Contact Rosedale Academy's Guidance Team