

OUAC Application Instructions

The deadline for your OUAC application is January 17, 2018. It is recommend that you complete your OUAC application as soon as possible and not to wait until the deadline.

You are allowed to select up to three programs per university (unless the university specifies differently)

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

Do not lose your OUAC pin number. You will need this pin to set up your OUAC account. Following this you may change your pin but you are required to keep your OUAC reference number. Your OUAC reference number will be given to you after you have submitted your application.

It is recommend that you make a binder/folder with all of your information and documents related to your application.

Know your program(s) and university(s) deadlines. Each school will have a different deadline for supporting documents and or portfolios.

To view video tutorials go to www.ouac.ca/ugrad-tutorials/

To start the application go to www.ouac.on.ca/ouac-101

101 Online Application (for new applications and applications in process)

Login (Log on using your Application Access Code Letter - keep this information private)

1. School # - The LIA school number is 666947
2. Student # - Your student # and password/PIN were sent to you by OUAC - Make sure you add 000000 before your student number to make it 12 digits.
3. Click the check box.
4. Click "Log in now" to get to your account.
5. Click "Select Programs" to choose universities and programs.
6. If you know exactly which program codes you wish to list on your application.
7. Enter 3 program codes into the three little squares.
8. Click Yes or NO for CO-OP if it is a CO-OP Program. Residence Information Required and click "Add Program" Repeat these steps all programs you are applying for.
9. When you have finished making all your program selections. Click "Proceed to Order Choices" Make sure that your choices are in order starting with number one. Click "Proceed with Numbered Selections"
10. If you are happy with the order, click "Proceed Personal Information" at the bottom.
11. Choose either Mr. or Miss for "Title" Legal Given or First Name and Legal Last Name are automatically entered. ***Please do not add your English name here.***

12. Authorized Contact - Please write down London International Academy as your authorized contact this way the Guidance department can contact universities on your behalf if needed.
13. Click "Save and Continue" to go to "Address Information"
14. In "Mailing Address" enter the school address 365 Richmond St. London, ON, N6A 3C2 and include your cell phone number.
15. In "Home Address" **DO NOT use your home address in your country** all offers and mail will be sent to this address and it may take a long time to reach you or get lost in the process. You should use the school address, we will make sure you get your mail.
16. In "Alternative Communication" it is important to enter your email address. You may use the school phone number 519-433-3388.
17. Click "Save and Continue" to go to "Additional Information"
18. Choose "No" for questions 1, 5, 6, 7, 8 and then click "Save and Continue"
19. "Academic Information" is "read-only" and the school will enter your grades when they become available.
20. Click "Submit" and click "OK" on "Submit your completed application"
21. If some information is missing and or incomplete the computer will prompt you with an "Error" message. You have to go back though your application and correct and or complete the information.
22. Only after you have entered all the required information will you be able to verify your application.
23. Click "I verify that the information about is correct as shown" you will be given 3 options to pay. Credit Card / Online / Telephone Baking / Cheque or Money Order the best way to pay for your application is to use a credit card.
24. You will receive an OUAC reference number (print this page for your records) this is an important number and it will be needed later on when selecting courses and providing information to universities.
25. You will also receive an acknowledgement email, print this email and keep it with your university application files.
26. You may log back in at any time to review your application and to respond to any university offers.

Remember

- Start planning early. DO NOT wait until the last day to complete your application.
- If you have any questions about the application process, please make an appointment with the Guidance Department and speak with one of the counsellors.
- Helpful links are located at the top of each screen if you need additional help
- You can apply to as many universities as you like. But each university will limit you to three program choices.
- Visit www.ouac.on.ca/101-fees/ for details on application fees
- Visit www.electronicinfo.ca for a complete list of programs offered by universities.