**University On-Line Application Process for
Current HT Students Applying for 20-2021**

**Cost: $150 to apply to 3 university programs
$50 for each additional program to which you want to apply
Limit of 3 programs per individual university**

Deadline to apply: January 15, 2021

**Go to www.ouac.on.ca
Click UNDERGRAD 101 (top left)**

   BEFORE you click on "Go to application" check out information on this page:
- ✓ Important Dates
- ✓ Fees
- ✓ Application Instructions and Responsibilities
- ✓ How to Videos
- ✓ Resources such as collaborative programs

To log in for the first time:
   Scroll to 101 application and click "Go to Application"
   Click **Create my OUAC account**
   Fill in required fields
   Enter an email address that is current and correct
- **Once you have done this, you MUST check your email and verify your email address**
   Create a username that is easy to remember
   Create a password: Between 7 and 30 characters:
   Must include 1) an upper case character, 2) a number and 3) a symbol
   Read the terms and conditions
   Click 'create my OUAC account'

Read the **Welcome** screen

My Access Codes
   Enter School Number 720232
   Enter Student Number (see envelope) _____
   Enter PIN Number (see envelope) _____

Personal Information
   COMPLETE REQUIRED FIELDS
   Answer citizenship and country of citizenship
   Answer 1st language and language of correspondence
   Click 'save and continue'

Contact Information
   COMPLETE REQUIRED FIELDS
   1 home address, 1 mailing address, 1 phone number
   Click 'save and continue'

Academic Information
    COMPLETE REQUIRED FIELDS
    Click beside high school
    Enter the month and year for each of the start dates and end dates
    For institution location choose **Canada – ON**
    For institution name choose Holy Trinity Catholic High School **Simcoe ON**

    Choose the highest grade level achieved at each of the high schools you attended; if you've attended HT for 4 years, enter 4 years; if you've attended HT for 5 years, enter 5 years
    Skip the rest of the questions pertaining to post secondary
    Click 'save and continue'

Browse Programs
    You can search by university or by program
    IT IS IMPORTANT TO READ THE UNIVERSITY REQUIREMENTS
    For each additional choice go back to 'Browse Programs' or click 'add program'
    Once you are happy with the program choices, arrange them in the order you prefer
    Click 'save'

Additional University Details
    Select a year ONLY if you previously applied to university
    Click 'save'

Document Upload
    Documents to support your application can be uploaded here.

Other Academic Information
    COMPLETE REQUIRED FIELDS
    click 'save and continue'

Current High School Information and Grades (Read only screen)
    This information is provided by your school – ***if there are any inaccuracies and/or if you took or are taking a course outside of HT that is not listed here, see Mrs. Burnie IN Student Services immediately***
    NOTE: only grade 11 and 12 courses are reported
    Proceed to 'Review and submit'

Review and Submit
    Once you review all of the information and know it is accurate, read the applicant's declaration and then click 'I verify and agree' to proceed to payment.
ONCE YOU CLICK "I VERIFY" YOU WILL NOT BE ABLE TO MAKE ADJUSTMENTS TO YOUR APPLICATION WITHOUT A FEE

Submit My Application – Payment
Acceptable forms of payment include credit card and online banking. Once you have successfully submitted your application, you will receive an OUAC reference number.

RECORD YOUR REFERENCE NUMBER IN A SAFE PLACE OR TAKE A PICTURE OF IT