**University On-Line Application Process for**

**Current HT Students Applying for 2021-2022**

**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 13, 2022**

**Go to** [**www.ouac.on.ca**](http://www.ouac.on.ca)

**Click UNDERGRAD 101 (top left)**

**BEFORE** you click on “Go to application” check out information on this page:

* Application Guide – Below the “Go to Application” button
* Important Dates
* Fees, Application Instructions and Responsibilities
* Frequently Asked Questions
* 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 – **Use personal address not school email.**

* **Once you have done this, you MUST check your email and verify your email address**
* **Note : If you do not receive an email go to Contact Info. on your application and click Resend**

 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Read Important news and Tips.

**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

Diploma/Degree – Choose High school/Secondary School

 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 ifyou previously applied to university

Click ‘save’

**Document Upload**

 Documents to support your application can be uploaded here. This section is not mandatory. You may or may not have additional documentation- read the list to see.

**Other Academic Information**

**COMPLETE REQUIRED FIELDS – For number of years spent in Canadian school don’t include JK or SK**

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**