

# Please read all steps before applying!

## To apply to university:

### You will need:

- a PIN from guidance (My Pin is: \_\_\_\_\_)
- your school number (My school number is: 938009)
- your student number (My student number is: \_\_\_\_\_)
- your complete mailing address (including postal code)
- an email account
- a list of your program choices, including program codes in ranked order

Rank	Program Name	OUAC Program Code
1.		
2.		
3.		

### Deadlines:

- Jan. 16, 2019 - Last date to submit your application
- Feb. 5, 2019 - recommended last date to make changes to your application

### To pay you will need:

- Visa/Mastercard (preferred) or
- Internet/telephone banking or
- Cheque/money order - mailed within two weeks of application

## Now you are ready to apply

To begin, go to [www.ouac.on.ca/101/](http://www.ouac.on.ca/101/)

- choose - Apply online

Use the navigation bar on the left.

### 1. Set up a "Compass Account"

- enter your personal information
- your student number **must have 12 digits** - start with 6 zeroes before your number

### 2. Select programs

- use the various search options.
- if you know **program codes**, use the "Fast Track" option

**Once you have selected your programs:**

**3. Choose "Prepare your application", then**

- check program choices - you may add, change or delete at this point
- order choices
- check personal and address information
- answer "Additional Questions"
- check "Academic Information" for accuracy - report errors to the guidance office

**When all is complete, and you are satisfied with your choices:**

**4. Proceed with "Submit"**

- you will verify all information on your application.
- print it for your records
- to make changes, return to the specific application steps

**Once you click on the "I verify....." button on the bottom to proceed to the payment screen, you must pay for ALL programs chosen.**

**5. Payment**

- choose method of payment, read conditions, then click on "I agree"
- NOTE: OUAC WILL NOT PROCESS YOUR APPLICATION WITHOUT PAYMENT

**6. Finishing up**

- Print the screen displaying your OUAC reference number (2014-xxx-xxx). (it's the screen after the "Submit" step.)
- Record your reference number and store in a safe place - you will need it to review your application and respond to offers of admission.

You will use your OUAC reference number and PIN to access the on-line "Review and Change Your Completed Application" system.

If you have any difficulties, come to guidance for help. We strongly encourage you to complete your application before the end of December, to avoid any last minute glitches - **JAN.16 IS AN ABSOLUTE DEADLINE!!!!**