

# **APPLICATION INSTRUCTIONS**

## **OUAC 101**

1. Log on to [www.ouac.on.ca](http://www.ouac.on.ca) – click on Undergraduate Applications.
2. Click on Current Ontario Secondary Students (OUAC 101). **DO NOT USE THE OUAC 105.**
3. When you are ready to access your own application, go to 101 Online Application and login using your PIN. Use all 3 numbers for your PIN – school number, student number and case sensitive PIN. The student number needs to be 12 digits so enter 3 zeroes first.
4. When “in” your application, you can browse, add to your application, close and come back to it another day.
5. You have NOT submitted your application until you press Submit and **ENTER PAYMENT DETAILS.**
6. The final page you see will give you your OUAC Reference Number – print it and keep it in a safe place. You will need this number if you are applying to universities in other provinces that use our system and to review and change your application once it has been submitted.
7. Any problems, or errors in information submitted by the school, please see your Guidance Counsellor.
8. Any changes in personal information that you make, please provide to the Guidance Office as well. Your name, as it appears on your transcript, is the way it will appear on your diploma.

**GOOD LUCK, HAVE FUN and don't forget**  
**THE SUGGESTED DEADLINE is JANUARY 15, 2014.**