ALBERT CAMPBELL COLLEGIATE INSTITUTE

University Applications

Information for applying to University programs beginning in September 2017

2016-2017

GOOD LUCK!

To apply to an Ontario University, you must submit an application through **OUAC** (Ontario University Application Centre): http://www.ouac.on.ca/ouac-101/

In order to apply to university you must have completed:

1. **Six 4U/M courses (incl. ENG4U) and diploma requirements by August 2017.**
2. **40 Community Involvement Hours by June 2017.**
3. **The literacy requirement (OSSLT or OLC4O course).**

Steps in the Application Procedure:

1. Using MyBlueprint (www.myblueprint.ca/tdsb) and EInfo (www.electronicinfo.ca), research potential university programs based on your interests/strengths.
2. Complete the last page of this handout ("Applying to University")
3. Make sure you have a valid email address that you check regularly!
4. Universities may send you supplementary applications – read all correspondence carefully and make sure you provide all requested information. Note: some universities require the supplementary applications early – check EInfo and specific University websites for details.
5. Wait for Universities to respond – good luck! ☺

Other Important Information:

- You may apply to as many Ontario University programs as you wish.
    o Your first three program choices are covered by the **$150** application fee. Any additional program choices beyond the first three will cost **$50** *per* choice. All fees are non-refundable.
- E-Info and My Blueprint have information on alternate offers of admission – don't waste a choice!
- The Albert Campbell C.I. website has a lot of information to help guide you:
    o *Home → Student Services → Post-Secondary Information*
- Research – each program is different at each university.
- Make sure you have your "dream choice" and safety net choices.
- Payment is accepted by credit card (recommended), certified cheque, money order, and online and telephone banking through selected banks and credit unions. All payments must be in Canadian funds.
- Ranking your choices of universities or programs is not normally a factor, but there are some exceptions so you might as well be safe and rank.
- January/February verification/amendment forms are sent to your mailing address – make sure all information is accurate.
- Usually summer, online and night school grades from the TDSB are added to your Ontario Student Transcript; any courses taken outside the TDSB (including courses from the Catholic board, private schools and international language courses) are not sent to ACCI – check that they have been recorded on your OUAC account.
- 2016 Summer school grades are your responsibility. An official final report card/document must be sent directly to OUAC as soon as you have received it (if the course was not taken with the TDSB).
- It is important to keep your counsellor informed of any special circumstances which may affect your academic performance.
- You will be notified via email by OUAC when they have received your downloaded marks – it is your responsibility to check for accuracy.
- Check English requirements at each university you are applying to – especially if you have not taken all four years of regular English in an Ontario high school. Check the language requirements in the EInfo booklet for more information.

Important Dates:

January 11th, 2017	Deadline for students to submit completed on-line applications to OUAC
February 3rd, 2017	Recommended last date for students to submit changes to OUAC application
May 26th, 2017	The latest date by which you shall expect a response from an Ontario University
June 1st, 2017	The earliest date by which Ontario University may require a response from you to an offer of admission and a financial commitment of any kind.
August 2017	Universities receive your final grades and determine whether your final standing meets the conditions of the Conditional Offer of Admission. If the grades do not meet the conditions, your offer will be rescinded. You must submit any summer school grades to the OUAC upon completion of course.

Important Websites

Albert Campbell C.I. Website	schoolweb.tdsb.on.ca/albertcampbell
Electronic Info (E-INFO)	www.electronicinfo.ca
My Blueprint	www.myblueprint.ca/tdsb
Ontario Universities' Application Centre (OUAC)	www.ouac.on.ca
Ontario Colleges Application Service (OCAS)	www.ontariocolleges.ca
Ontario Student Assistance Program (OSAP)	www.osap.gov.on.ca
Test of English as a Foreign Language (TOEFL)	www.toefl.org
International English Language Testing System (IELTS)	www.ielts.org
Scholastic Aptitude Test – US colleges (SAT)	www.collegeboard.com

QUESTIONS & NOTES:

APPLYING TO UNIVERSITY

UNIVERSITY APPLICATION PREPARATION FORM

Print a copy of this preparation form to help you organize your program choices!

🔸 Make sure you use a valid email address that you check regularly in your online application!
🔸 Albert Campbell C.I. School Number **890880**.

Name: _____
          (Surname)   (First Name)   (Middle Initial)

Social Insurance Number: _____ Student Number: 000_____

Ontario Education Number: _____

*You may choose a maximum of three programs at any one university.
**The first three choices cost $150.

	University Name	Program Code	Program Title	Subject of Major Interest (If Applicable)	Do you have the Pre-requisites?	Minimum Average
1.						
2.						
3.						

*Each additional choice will cost you $50 per program choice.

	University Name	Program Code	Program Title	Subject of Major Interest (If Applicable)	Do you have the Pre-requisites?	Minimum Average
1.						
2.						
3.						
4.						
5.						

After you have completed your on-line application, write down your OUAC

reference number here: *2017 –* _____.

APPLYING TO UNIVERSITY

Applying Online to OUAC: Instructions

1. Go to the website www.ouac.on.ca/ouac-101

2. Scroll down and click on the arrows pointing to **>>101 Online Application.**

3. Click on the link on the left hand side called ▶**Account**

4. Enter your School Number **890880**. Student/OEN number and PIN as they appear on your confidential form (note: enter three zeros, then your student number). Click **Log On**. If you lost your form, we have the numbers on file in the Guidance Office.

5. Click on the link on the left hand side called ▶**Browse Programs**.

6. You may search for information about universities here. If you have already made your choices, be sure you have the program codes ready (found in the 101 Instruction Booklet).

7. Enter your three choices separately using the program codes and any additional choices in the space provided (this screen is not case-sensitive) in the **Program Choices** tab. Click ▶**Continue**.

8. This screen will review your choices and the pre-requisites. Review this information! Choose a **Subject of Major Interest** if prompted and indicate whether you wish to receive information about residence. If applying to the University of Toronto, you must also rank College Affiliation requests (each college is unique so you may wish to research these beforehand as well). Click ▶**Continue**.

9. At the top of the screen is a navigation bar. Go through every tab (Program Choices, Order Choices, Personal Information, Address Information; see points 10 and 11 for Additional Qualifications and Academic Information), and add required information. If any information is incorrect, you may change it now. When indicated at the end of each tab, click ▶**Save and Continue**.

10. Under the **Academic Information** tab, check this information carefully. If there are any mistakes, DO NOT SUBMIT – LOG OUT and share your application with your family before submission.

11. Once you have reviewed your academic information and are satisfied that there are no mistakes, click on ▶**Submit** at the top right of the screen in the navigation bar.

12. This page allows you to review your application as a whole. Please check carefully, and if all of the information is correct, click on ▶**I verify that the information below is correct as shown**.

13. This is the payment page. Choose your method of payment. After reading the information at the bottom of the page, if you accept, click on ▶**I Agree**.

14. After clicking on the ▶**I agree** button, a final page should appear providing you with your **OUAC REFERENCE NUMBER** and a confirmation that your application was successfully submitted. This 11-digit number is your unique identifier and will be required whenever you communicate with OUAC or the Universities. **Make note of this number in a safe place**. On the same screen, you will be promoted to change your **PIN** to a personal password. This feature is designed for privacy. If you provided an email address in Personal Information, this information will also be automatically emailed to you (if you do not get the email shortly, please contact OUAC).

15. *****PRINT YOUR CONFIRMATION!!!*****