

Undergraduate – How to Apply

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Step 1: Research Universities

- Check out university publications and [university websites](#).
- Review the:
 - [Undergraduate Application Guide](#)
 - [Undergraduate FAQs](#)
- [Search programs](#). (You can do this before you create an account.)
 - Record your program choices and their OUAC codes.
 - Make note of all admission requirements and program-specific deadlines.
- Attend any or all of the [OUEvents](#), including the Ontario Universities' Fair, Regional Fairs and virtual Information Sessions, to help you make an informed choice for your future.
- Visit [OUInfo](#) to find links to university events and tours, webinars, chats, videos and more. You can also request to receive information directly from Ontario universities.

Step 2: Gather the Information You Need to Apply

- Watch the [Undergraduate application how-to videos](#).
- Review the [Key Dates](#).
 - Be aware of university-specific application deadlines (e.g., for submitting the application, transcripts, and portfolios, if required, and for arranging interviews and auditions).
- If you are a Group A applicant (You are currently taking 1 or more courses at an Ontario high school and you are under 21 and you have an OSSD **or** are working toward an OSSD with six 4U/M courses)
 - You will need your Ontario Education Number (OEN) to apply. You can find your OEN on your report card. Your high school guidance counsellor will also have it on record.

Step 3: Apply

- [Create your account](#) if you do not already have one.
 - Record your username and password and keep them in a safe place. You will need them to access your application in the future.
- Complete all sections of the application. Watch [How to Complete Your Undergraduate Application](#) for detailed instructions.
- Complete all 4 steps in [Review and Payment](#).

Helpful Tips

- What if there is an error or warning at the end of my application?
 - Read our [FAQ about errors and warnings](#).
- Submit your application, with payment, well before the deadlines that apply to you.
- Keep your OUAC username, password, and Reference Number confidential and secure. Notify OUAC immediately if you suspect any unauthorized access, use or disclosure of this information.
- Record your OUAC Reference Number and keep it in a safe place.
- Have your OUAC Reference Number handy whenever you contact the OUAC or your university choices.

NOTE: During the busy periods around deadline dates, it can take up to 3 business days to process your application. Normally, it takes 1 business day.

Step 4: After You Apply

- Log in to your application to verify the details. Review and make any necessary changes.
- Ensure your spam filters are set to accept email from the OUAC and the universities you applied to. Email is the primary mode of communication for the universities and the OUAC.
- The universities will acknowledge that they received your application. Depending on the time of year, this might take up to 2 weeks.
- Visit a university or take a virtual tour. University open houses, campus visits and virtual tours are great ways to experience what campus life is like and help you decide which university is the best fit for you.