

CHECKLIST FOR COMPLETING ON-LINE UNIVERSITY APPLICATIONS

1. Access on-line Companion Booklet Compass.101
(www.ouac.on.ca/)
2. Read pages 2 – 13 in the Compass.100 Companion booklet
3. Your high school has already provided the OUAC with an electronic file containing most of your personal and academic information. You simply need to review this information, make changes or additions to personal data where necessary, add your university and program choices and answer a few additional questions.
4. Your secondary school counsellor is responsible for making any required changes to your academic data and will provide the OUAC with your current courses of study. Final semester one and mid term semester two grades are provided to the O.U.A.C. (** for entrance decision purposes)
5. Use the tips for students page to complete your on-line application.
6. Remember to record your application reference number that will be given to you once you complete your on-line application.
7. It costs \$100. to complete an OUAC application form and have it processed. Payment is best made by credit card. A certified cheque or a money order can also be sent but must arrive within 2 weeks of applying. (see page 9)
8. Remember to print a copy of your application for your safekeeping.
9. January 10th, 2007 is deadline for completing on-line application.
10. May 25th, 2007 is the latest response date from a university.
11. May 28th, 2007 is the earliest response date by students to letters of admission.

TIPS FOR ON-LINE APPLICATION PROCEDURE

- 1) Identify the universities and programs to which you wish to apply. Do your research using the Compass.101 booklet (on-line at www.ouac.on.ca/)
- 2) Look up the programme codes and write them down so they are handy when you log onto Compass.101.

Choice #1 _____
Choice #2 _____
Choice #3 _____

- 3) Obtain your confidential OUAC letter from your guidance counsellor. This letter will provide you with your School Number, Student Number and Personal Identification Number (P.I.N.), all of which are required to log onto Compass.101, the on-line application.
- 4) To begin your on-line application follow these instructions.
 - i) Log onto <http://guidance.ouac.on.ca>
 - ii) Click the link labeled COMPASS.101 Applying On-Line
 - iii) Then click COMPASS ACCOUNT
 - iv) Use the personal codes given to log in then follow the instructions
 - v) Select programs by University
 - vi) Select specific programs and add to knapsack
 - vii) Complete application and follow 6 step menu
- 5) Have your Visa or Mastercard information handy if you plan to pay the application fee on-line. Card number, expiry date and cardholder's name will be required.
- 6) After submitting your application, a screen will appear on which will be displayed your OUAC reference number. This 11 digit number is your unique identifier and will be required whenever you communicate with OUAC. On the same screen, you will be prompted to change your P.I.N. to a personal password. This feature is designed to create a personal access code that is only known to you. **Keep this in a safe place!!**