

## Applying to University: A Guide for OUTCAN Students

The last year of high school is an exciting and important time. But it can be tough striking a balance between attending to your studies, pursuing extra-curricular activities and planning for your life after high school. The following guide is intended as a general source of information to help you through the university selection and application process. Please note that every student's educational journey is unique and some of the recommendations may not apply to your situation.

Step 1	Research programs
Spring of grade 11 /fall of grade 12	<b>Ontario universities:</b> <ul style="list-style-type: none"> <li>The best place to start is the <b>Ontario Universities' Information</b> website, where all the information to Ontario's universities can be found in one place: <a href="http://www.ontariouniversitiesinfo.ca/">http://www.ontariouniversitiesinfo.ca/</a>. This website allows you to browse by university or by program. It has a feature that allows you to compare different programs, and save your programs of interest.</li> <li>You may like to watch this video that shows you how to navigate the site: <a href="http://www.ontariouniversitiesinfo.ca/how-to-use-ouinfo">http://www.ontariouniversitiesinfo.ca/how-to-use-ouinfo</a>.</li> </ul>
	<b>Alberta universities:</b> <ul style="list-style-type: none"> <li>For universities in Alberta, you can start your research with the <b>government of Alberta's</b> post-secondary program search website: <a href="https://alis.alberta.ca/occinfo/post-secondary-programs/">https://alis.alberta.ca/occinfo/post-secondary-programs/</a>.</li> </ul>
	<b>British Columbia universities:</b> <ul style="list-style-type: none"> <li>For universities in British Columbia, you can start your research with <b>EducationPlannerBC</b>: <a href="https://www.educationplannerbc.ca/search">https://www.educationplannerbc.ca/search</a>.</li> </ul>
	<b>Other Canadian universities:</b> <ul style="list-style-type: none"> <li>For other Canadian universities, visit individual university websites.</li> <li>These websites may get you started in learning about universities across Canada: <a href="https://www.univcan.ca/">https://www.univcan.ca/</a> and <a href="https://www.universitystudy.ca/">https://www.universitystudy.ca/</a>.</li> </ul>
	<b>Other notes:</b> <ul style="list-style-type: none"> <li>Make note of all admission requirements (pre-requisite courses, supplemental requirements such as portfolios).</li> <li>Make note of all deadlines. Note that each university may have its own deadline for Canadian students who are applying from outside of Canada. Note also that you are not "international"</li> </ul>

	<p>students, for whom different deadlines and requirements might apply. You may need to call the admissions office of the university to determine what deadlines apply to you.</p> <ul style="list-style-type: none"> <li>• Make note of all program costs. These costs may include tuition, student fees, and books, for example. Note again that as a Canadian citizen, you will pay <b>domestic tuition and fees</b>.</li> <li>• See if you can get on mailing lists. Because you are residing outside of Canada, you may not be able to visit university campuses. The recruiting departments of Canadian universities often send promotional and informational emails to interested high school students. This will help you “visit” the campus.</li> <li>• Narrow down your university program selections by talking to your parents, teachers and guidance counsellor about your interests and options.</li> </ul>
<b>Step 2</b>	<b>Gather information needed to apply</b>
<b>Fall of grade 12</b>	<p><b>Ontario universities:</b></p> <ul style="list-style-type: none"> <li>• Students must apply via the <b>Ontario Universities’ Application Centre (OUAC)</b>. This organization receives all applications and forwards them to the universities. There are two applications: the 101 (for students living in Ontario) and the 105. <b>OUTCAN students must apply with the 105 application.</b></li> <li>• Familiarize yourself with the 105 application. Note that students using the 105 do not need a “PIN”, which is required for the 101. Watch the 105 video tutorials: <a href="https://www.ouac.on.ca/105-tutorials/">https://www.ouac.on.ca/105-tutorials/</a>. And read the 105 application guide: <a href="https://www.ouac.on.ca/guide/105-guide/">https://www.ouac.on.ca/guide/105-guide/</a></li> </ul>
	<p><b>Alberta universities:</b></p> <ul style="list-style-type: none"> <li>• Students apply via <b>ApplyAlberta</b>. This organization receives all applications and forwards them to the universities. Learn how to plan for your application here: <a href="https://applyalberta.ca/about-applyalberta/before-you-start/">https://applyalberta.ca/about-applyalberta/before-you-start/</a>.</li> </ul>
	<p><b>British Columbia universities:</b></p> <ul style="list-style-type: none"> <li>• Students apply via <b>EducationPlannerBC</b>. This organization receives all applications and forwards them to the universities. Learn how to plan for your application here: <a href="https://www.educationplannerbc.ca/plan/apply/how">https://www.educationplannerbc.ca/plan/apply/how</a>.</li> </ul>
	<p><b>Other Canadian universities:</b></p> <ul style="list-style-type: none"> <li>• Double check the application dates and deadlines. You can apply directly to these universities.</li> </ul>

	<p><b>Other notes:</b></p> <ul style="list-style-type: none"> <li>• Ask the admissions office how they would like you to indicate that you are an OUTCAN student rather than an international student.</li> <li>• It might be helpful to use your “Station Forces” military mailing address to demonstrate that you are a CAF dependent.</li> <li>• For students graduating with a US diploma: determine the deadlines for forwarding SAT/ACT/AP scores to the universities, if they are required. Here are links to the SAT/AP and ACT sites: <a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a>, <a href="https://www.act.org/">https://www.act.org/</a></li> <li>• For students graduating with an International Baccalaureate diploma: determine the deadlines for forwarding any IB documentation to the university. Here is a link to the IB site: <a href="https://ibo.org/">https://ibo.org/</a></li> <li>• Some universities may require that your high school transcript be evaluated by an equivalency agency; this is a way of “interpreting” transcripts from outside of Canada. Some universities may request that you use a specific equivalency agency. Here are some commonly-used organizations: <a href="https://www.wes.org/fr/ca/">https://www.wes.org/fr/ca/</a>, <a href="https://learn.utoronto.ca/comparative-education-service">https://learn.utoronto.ca/comparative-education-service</a>, <a href="https://www.icascanada.ca/home.aspx">https://www.icascanada.ca/home.aspx</a>.</li> </ul>
<b>Step 3</b>	<b>Apply (deadlines vary according to university)</b>
<b>Fall/winter of grade 12</b>	<p><b>Ontario universities:</b></p> <ul style="list-style-type: none"> <li>• Complete the 105 application: <a href="https://www.ouac.on.ca/ouac-105/">https://www.ouac.on.ca/ouac-105/</a>. Be sure to review your program choices before submitting the application. Once you have submitted the application, you will be assigned an <b>OUAC reference number</b>. Keep it in a safe place. You will need this number to access your OUAC account in the future and to accept an offer of admission.</li> <li>• Take note of the costs. If you are applying to an Ontario university, you may have to pay two fees: the OUAC fee and a supplemental documentation evaluation fee that will vary by university. Certain programs, such as Waterloo’s Engineering program, also require a supplemental program fee. These various fees are listed here: <a href="https://www.ouac.on.ca/guide/105-fees/">https://www.ouac.on.ca/guide/105-fees/</a>. The OUAC charges a base fee of \$156 and this allows you to apply to three programs. They could all be at one university or they could be at different universities. You can apply for additional programs at a charge of \$50 per program. Please note, however, that you can only to a maximum of three programs at any one Ontario university.</li> </ul>

	<b>Alberta universities:</b> <ul style="list-style-type: none"> <li>Apply via <b>ApplyAlberta</b>. Application fees will vary according to university. Learn how to apply here: <a href="https://applyalberta.ca/about-applyalberta/application-process/">https://applyalberta.ca/about-applyalberta/application-process/</a>.</li> </ul>
	<b>British Columbia universities:</b> <ul style="list-style-type: none"> <li>Apply via <b>EducationPlannerBC</b>. Application fees will vary according to university. Learn how to apply here: <a href="https://www.educationplannerbc.ca/help/apply">https://www.educationplannerbc.ca/help/apply</a>.</li> </ul>
	<b>Other Canadian universities:</b> <ul style="list-style-type: none"> <li>Apply directly. The application fees and number of accepted program applications will vary by university.</li> </ul>
	<b>Other notes:</b> <ul style="list-style-type: none"> <li>Complete your application <b>well before the deadline</b>. This will give you time to respond if there are problems with your application. It is important to avoid applying at the last minute, because if there are computer-related problems when you are trying to apply, you could miss a crucial deadline.</li> <li>As an OUTCAN student, you may incur some extra application-related costs, like the cost of the SAT/ACT exam and the cost of having your transcript assessed by a credential evaluation service. <b>Keep your receipts</b>, as these costs are reimbursable.</li> </ul>
<b>Step 4</b>	<b>Follow up after applying</b>
<b>Winter/spring of grade 12</b>	<b>Ontario universities:</b> <ul style="list-style-type: none"> <li>If possible, record your OUAC reference number on the envelope of any hard copy material (or in the subject line of any email) that is forwarded to a university. This will help the admissions office match the documentation to your file as quickly as possible.</li> <li>Note that you can change your OUAC program choices after you have submitted the application. If you withdraw an application for a program and apply to another program at the same university, you will not be charged. If you withdraw an application to a program and apply to a new program at a different institution, you will be charged an additional \$50.</li> </ul>
	<b>Other notes:</b> <ul style="list-style-type: none"> <li>Once you have applied, you will need to make sure your transcripts are delivered to your universities of choice. The method of delivery and deadlines will differ according to university, so be sure to take good notes. Please note that a transcript only lists the marks for courses that you have <b>completed</b>. Be sure to ask the university if your school can send mid-term report cards to demonstrate how you</li> </ul>

	<p>are progressing in your final year of school. If you are in a semester high school system, you should forward a transcript with final marks at the end of the first and second semesters.</p> <ul style="list-style-type: none"> <li>• Be sure to observe deadlines for other <b>supplemental documentation</b> (SAT/ACT scores, portfolio packages, International Baccalaureate results, for example).</li> <li>• Note that during busy periods, such as January and February, it can take several weeks for universities to process an application.</li> <li>• Ensure spam filters are set to accept email from the OUAC and individual universities. Check your email often because this is how these organizations will communicate with you. The universities should email you to acknowledge that they have received your application.</li> <li>• Take note of additional spring and summer deadlines. Determine when you can expect an offer of admission, the deadline for accepting an offer of admission, and when you must provide a financial commitment to your institution of choice.</li> </ul>
--	---

#### Tips to consider:

- Keep **organized!** Keep all materials handy in one place: university program information, deadlines, addresses, and account numbers, for example. Some universities may issue you a student number when you apply. If you email or phone an admissions office for information regarding your file, have your student number and/or OUAC reference number ready.
- Consider creating an account with your **provincial financial aid program**. Some students plan to borrow funds to help pay for university; some do not. Even if you do not plan to borrow money, you may qualify for federal or provincial grants (free money)! The only way to qualify for grants is to apply to the aid program; this does not force you to borrow any money, but it may result in reduced tuition fees.
- Ontario residents who are applying to Ontario universities and are interested in applying for financial aid: it is possible to link your OUAC application with an **Ontario Student Assistance Program (OSAP)** application as soon as you have completed the 105 application. This feature saves you a bit of time as you don't have to create an OSAP application from scratch. Here is some information about OSAP: <https://www.ontario.ca/page/how-apply-osap>.
- Remember that an offer to attend any given university is always **conditional upon your final marks**. This means that the offer may remain conditional until early summer, when the transcript with your final marks is delivered. Some students may be tempted to “take it easy” during their last few months of school and their marks may suffer. Keep up the good effort until the end of the school year so that you don't compromise your offer of admission!

- Still have questions? Not to worry. You can speak to a Military Family Services guidance counsellor to get up-to-date information on the application process. Here is our contact information: [Education@cfmws.com](mailto:Education@cfmws.com).