**Steps to add CanSTEM Education Private School**

**OUAC log in**

**UNDERGRADUATE**

**MY background** (click on edit or change background)

**Education**

Provide information about all institutions where you have registered in 1 or more secondary or post secondary courses

Have you attended post secondary institution

Select “NO”

**Click on “High School “**

 **institution Country: Canada**

**Institution Province: Ontario**

 **Institution name: Search “CanSTEM Education Private School “

Start--2023-09

end---2024-06**

**Highest year level achieved -------Skip this, do not select anything**

**Diploma / Degree type---Skip this, do not select anything**

 **add Institution**
**Will you achieve your Ontario secondary school diploma by the end of the current school year or you have already achieved---------------YES**

**Your OEN Number------------“enter your OEN NUMBER”**

**Log out and log in back and check, whether it was successful**

THIS IS NEEDED, if you want us to upload midterm or final grades to OUAC for you, this year

Any questions feel free to contact us. If you have already done this or not applied this year, pls ignore this.

<https://www.ouac.on.ca/faq/>

<https://www.ouac.on.ca/guide/undergrad-guide/>

**IMPORTANT INFORMATION:**

**If you are not a current Ontario high school student**, you are responsible for forwarding your official transcripts to your selected universities. Read the [**transcript requirements**](https://www.ouac.on.ca/guide/undergrad-transcript/) carefully, as some types of transcripts must be ordered within your application, while others you will need to order directly from your institution.

<https://www.ouac.on.ca/guide/orpas-transcript/>

## [**I’m not a current Ontario high school student. How can I send my high school transcripts to my university choices?**](https://www.ouac.on.ca/faq/send-transcripts-to-university-choices/)

Certain Ontario high schools allow you to request your official high school transcript electronically (completed courses only) through OCAS. You can do this in the Undergraduate Application, in the Transcripts section, under “Transcripts from Ontario High Schools” and “Check if my high school participates”. If your high school is not included in this online service, contact them to arrange for them to send your official transcript directly to your university choices. Ask your high school to indicate your OUAC Reference Number on your transcript. The OUAC does not accept hard-copy transcripts, nor do we forward them to your university selections. Note: If you are a current Ontario high school student, your high school will provide your grades to the OUAC; you do not need to request your transcript.

## [**Where do I send my transcripts?**](https://www.ouac.on.ca/faq/where-to-send-transcripts/)

Except as otherwise described in “Forwarding Your Transcripts to Ontario Universities”, transcripts must be sent directly to your university choices. Indicate your OUAC Reference Number on all your documents and any communication sent to the universities. The OUAC does not accept transcripts that are not noted in “Forwarding Your Transcripts to Ontario Universities”, nor do we forward them to your university selections…

Your part-time students must add your school to the Academic Background section of their Undergraduate Application for you to be able to maintain the courses they are taking at your school. The school the student is registered at full-time can add and update all courses showing on the student's OUAC record.