



CanSTEM Education Private School Inc.

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You need to add us to your OUAC account if you have applied to Universities in Ontario, School year 2025 -2026,

and if you want us to upload midterm or final grades to OUAC for you, this year,

- The group formerly called "**current Ontario high school students**" (101) is now **Group A**.
- The group formerly called "**not Ontario high school students**" or "**all other applicants**" (105) is now **Group B**.

👉 [Review the new criteria.](#)

Create Your Account

- <https://www.ouac.on.ca/planning/how-to-create-your-account/>
 - https://www.ouac.on.ca/docs/video/apply_online/apply_e.pdf
 - https://www.ouac.on.ca/docs/video/edit/edit_e.pdf
-

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 a post-secondary institution?**
Select "**NO**"

- Click on “+ High School ”
- Institution Country: **Canada**
- Institution Province: **Ontario**
- Institution name: Search “**CanSTEM Education Private School**”
- “Will you be taking Courses at this School anytime from September 01, 2024 to August 31, 2025” → **YES**
- “Year and Month You Started at this School” → **Year - 2025, Month - September**

 **Exactly follow the next 2 steps, EXACTLY, EXACTLY, EXACTLY**

- Highest year level achieved → **Skip this, do not select anything**
- Diploma / Degree type → **Skip this, do not select anything**

Final Steps

- **ADD Institution**
- Under Application Status → click on **Submit Updates** (Right-hand Side)
(Make sure all options are **green ticked**. If not, click on non-green, and submit changes).
- Scroll and select “**Continue**”
- On Declaration Page → Scroll Down and Click on “**Verify and Agree to Conditions**”
- If you have done this correctly and exactly, you will be logged out of your account and receive an email or text message alert confirming changes.
- Log out, log in again and check whether it was successful.

Any questions? Feel free to contact us.

If you have already done this or not applied this year, please ignore this.

Additional Resources

- How to Create Your Account and Complete Your Undergraduate Application [PDF]
- How to Create Your Account and Complete Your Undergraduate Application [.pptx]
- How to Edit Your Completed Application and Respond to Offers [PDF]
- How to Edit Your Completed Application and Respond to Offers [.pptx]

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

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 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?

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 of choice. 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?

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.

Reminder

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.

Quick Links

- https://www.ouac.on.ca/docs/video/apply_online/apply_e.pdf
- https://www.ouac.on.ca/docs/video/apply_online/apply_e.pptx
- https://www.ouac.on.ca/docs/video/edit/edit_e.pdf
- https://www.ouac.on.ca/docs/video/edit/edit_e.pptx
- <https://www.ouac.on.ca/guide/undergrad-transcript/>
- <https://www.ouac.on.ca/guide/orpas-transcript/>
- <https://www.ouac.on.ca/faq/send-transcripts-to-university-choices/>
- <https://www.ouac.on.ca/faq/where-to-send-transcripts/>