STEP 1 – ACCESS THE APPLICATION LINK

Visit the *Admissions process* page of the Pharmacy website and click the *Click here to access the online application* link: [https://uwaterloo.ca/pharmacy/future-students/admissions-process](https://uwaterloo.ca/pharmacy/future-students/admissions-process)
STEP 2 – LOG IN TO YOUR OUAC ACCOUNT OR CREATE A NEW ACCOUNT

Please follow ONE of the following processes:

A. If this is the first time you are applying to an Ontario university, you may create your OUAC account (see STEP 3).

B. If you previously applied to an Ontario university and created an OUAC account during the past year (August 2017 to August 2018), AND you are submitting your Pharmacy application between August 13 and September 5, 2018, you must create a brand-new OUAC account (see STEP 3). When you proceed to STEP 4, please ensure that you indicate your Waterloo ID number on your new application, and the OUAC will forward your application to Waterloo where it will be matched up with your previous records.

To explain the reason that this extra step is in place for students who applied last year, the OUAC is still operating on last year’s admissions cycle, and their system will not allow multiple applications to be submitted during the same cycle. The OUAC will be shutting down for its annual systems maintenance from September 6-19, and will flip over to the new admissions cycle when it re-opens on September 20.

During this small window of time between August 13 and September 5, 2018, you will NOT be penalized by the OUAC or the Pharmacy admissions committee for creating more than one account.

C. If you previously applied to an Ontario university and created an OUAC account, AND you are submitting your application after September 19, you may simply enter your username and password for your OUAC account, and proceed to STEP 4.

OUAC contact information:

If you have questions about your OUAC account, username, password, application fee, etc., please contact the OUAC directly. Their contact information is posted at: https://www.ouac.on.ca/contact/
You have been transferred to the Ontario Universities' Application Centre (OUAC) website to complete your application.

Log In

- Required field
  - username
    - [Field]
  - Recover your username
  - Password
    - [Field]
  - Request a temporary password

OR

Log In

I do not have an OUAC Username. [Create My OUAC Account]

Note: If you applied to an Ontario university any time after August 2016, you should have an OUAC Account. Click "Recover your username" to retrieve your account. Do not create more than 1 account.
STEP 3 – CREATE YOUR OUAC ACCOUNT

Enter the requested information and click Create My OUAC Account.

You should have an existing OUAC account if you applied to any Ontario university through the OUAC (other than to an Ontario Medical School) after August 2016. Do not create more than 1 account.

If you do not have an OUAC account, you will need to create 1. Do not take over an account created by someone else. You will use your username and password to apply to all OUAC applications from now on.

Note: You are using a browser we do not support. More information about our browser compatibility.

- **First Name**
  - If you only have 1 name, enter it as both your first name and your last name/family name.

- **Middle Name(s)**

- **Last Name/Family Name**

- **Date of Birth** (Format: yyyy-mm-dd)

Enter Your Email Address

We will send a verification email to this email address. If you do not receive a verification email, go to "My OUAC Profile" in your application and click "Re-send Verification Email".

Note: You will not be able to submit your application until you verify your email address.

- **Email Address**

- **Confirm Email**
Create a Username and Password

**Note:** Create a username that is personal and that you can remember. We recommend that you do not use any previous OUAC identification numbers (e.g., an old OUAC Reference Number or IT number). Do not use accented characters (e.g., é, è, â, è).

- **Username**

- **Password**

- **Confirm Password**

Terms and Conditions

By clicking "Create My OUAC Account", you accept the following terms and conditions:

I will create only one OUAC Account.

- If I forget my username, I will use the options provided to recover my original username.
- I understand that if I create more than one account, the account and any associated applications will be invalid.

My profile will be stored on the OUAC site. The account will be accessible only to me and OUAC staff.

- If I do not submit an application or payment, my account, including my profile and all related personal information (paper or electronic), will be destroyed and/or deleted at the end of the application cycle.

**Note:** Each individual application has additional terms and conditions. Please review.

Create My OUAC Account

Return to Log In

University of Waterloo
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
519 888 4567

Confidentiality | Applicant Responsibilities | Contact info
STEP 4 – WELCOME PAGE

Read the information found on this page and click Proceed to Introduction.

Welcome

Here are some helpful tips to get you started:

Use the "Application Links" menu to work through the application.
Click "Review and Submit" at any time to review your information.
After 20 minutes of inactivity, you will automatically be logged out of your application.
Please be advised that your changes will not be saved.
Once you have selected the "I Verify and Agree" button you can no longer change your application information. All fees are non-refundable.

Your OUAC Reference Number

You will be assigned an OUAC Reference Number once you submit your application.
This number is application-specific and is not valid for any other current year or future application services.

Terms and Conditions

By continuing with this application you are accepting the following:
Your application is stored on the OUAC site and is accessible only to you, OUAC staff, and the Undergraduate Studies Admission staff at the university to which you are applying.
If you submit this application, it is valid for the current application cycle only.
If you have not submitted your application by mid-September 2019, and still wish to apply, you will need to start again. Your 2019 application will be deleted by the OUAC no later than the end of December 2019.

Notices of Use and Applicant Declarations

Review the University of Waterloo’s Freedom of Information and Privacy statement and the Notice of Collection, Use, Disclosure and Treatment of Your Personal Information by the OUAC. If you submit this application, at the time of submission, you will be required to accept the terms and conditions in the University of Waterloo’s Applicant Declaration.

Proceed to Introduction
STEP 5 – SELECT YOUR PROGRAM

Click the *Proceed to Select Programs* link.

Choose *Doctor of Pharmacy (PharmD)*.
Review the program details and click *Save Program*.

### Program Details

**Program Details - Doctor of Pharmacy (PharmD)**

**Note:** Entrance into the PharmD program requires the completion of a specific set of courses at the post-secondary undergraduate level. Supplementary application information is also required. View [complete admission requirements](#).

- **Required field**

<table>
<thead>
<tr>
<th>Program Details</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program Code</td>
<td>WPH</td>
</tr>
<tr>
<td>Program Title</td>
<td>Doctor of Pharmacy (PharmD)</td>
</tr>
<tr>
<td>Expected Date of Enrollment</td>
<td>2020 Winter (January)</td>
</tr>
<tr>
<td>Expected Course Enrollment</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Co-op</td>
<td>Yes</td>
</tr>
<tr>
<td>Year Level</td>
<td>First Year</td>
</tr>
<tr>
<td>Method of Study</td>
<td>On Campus</td>
</tr>
<tr>
<td>Campus</td>
<td>University of Waterloo</td>
</tr>
</tbody>
</table>

[Save Program]
Ensure that the correct program was selected and click *Proceed to Personal Information*.

**Note:** Another program cannot be added to this application.

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<table>
<thead>
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<th>Program Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Pharmacy (PharmD)</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

- **Expected Date of Enrollment:** 2020 Winter (January)
- **Expected Course Enrollment:** Full-Time
- **Co-op:** Yes
- **Year Level:** First Year
- **Method of Study:** On Campus
- **Campus:** University of Waterloo

- **Add Program** to your application.
- Proceed to [Personal Information](#) if you are satisfied with this information.
STEP 6 – COMPLETE AND SUBMIT YOUR APPLICATION

The application has five sections. Fill in the required information for each section and click *Save and Continue* to proceed to the next one.

Notes:

- If you are unsure of what information is being requested, click the ? button for a thorough description.
- If you would like to continue the application later, ensure that you finish the page you are currently working on, click *Save and Continue*, then log out.
- To continue working on your application, log in and navigate to the place you left off by clicking the appropriate Application Link on the left panel.

Academic Background section:

Please fill out this section of the application using the menu choices that *best fit your specific background*. In some cases, the menu items may not be an exact match to the program and/or courses that you completed at your institution(s). Make your best estimate, and be sure to follow up with the appropriate transcripts for all of your post-secondary institutions. The admissions committee will base its assessment of your academic background on your supporting documents.
Transcript Request section:

Academic transcripts are required for all post-secondary institutions you have attended, including exchange programs, letters of permission, continuing education, private career colleges, and other studies outside your regular full-time curriculum.

Waterloo students:

If you are a previous or current Waterloo student, you are NOT required to submit a Waterloo transcript for your Pharmacy application. The admissions committee will access your academic record from Quest.

Ontario students:

If you are a previous or current Ontario college or university student, you may request your transcripts to be forwarded to Waterloo through your OUAC application.

IMPORTANT: If you are submitting your application from August 13 to September 5, the OUAC is still operating on last year’s admissions cycle, and you will not be able to request any transcripts past “End of Spring/Summer/Intersession 2018.” Instead, please contact your Registrar’s Office directly and make the appropriate transcript requests.

If you are submitting your application after September 19, you may make your transcript requests through your OUAC application.

Out-of-province and international students:

If you have previously attended or are currently attending a college, CEGEP or university outside Ontario (either in Canada or internationally), you will need to contact your Registrar’s Office directly to request that your transcripts are forwarded to Waterloo.
Transcripts that are required:

**Special early admission for January 2019:**

1. **Current transcript** that includes your grades up to the end of Spring/Summer/Intersession 2018 term, including any course enrollment for the Fall 2018 term.

2. Transcript at the end of the Fall 2018 term that indicates your official final grades for the term.

**Admission for January 2020:**

1. Transcript at the end of Fall 2018 term, including any course enrollment for the Winter 2019 term.

2. Transcript at the end of Winter 2019 term that indicates your official final grades for the term.
Submitting your final application:

**IMPORTANT:** Be sure to review your application before pressing the “I Verify and Agree” button. **No changes can be made after proceeding to the payment section of the application.**

Submit your application with the fee. The OUAC will send an email with your OUAC Reference Number.

Within two weeks of submitting your application and fee, Waterloo will receive your application from the OUAC and the Registrar’s Office will send an acknowledgement email to you that contains a detailed information package with your Waterloo ID number, and detailed instructions on how to proceed through the admissions process. **Acknowledgement emails are sent out each Thursday.**

**Pharmacy Admissions Contacts**

Confirming course equivalencies from your home institution:

Becky Ewan, Academic Advisor  
School of Pharmacy  
[pharmacy@uwaterloo.ca](mailto:pharmacy@uwaterloo.ca)

Application and admissions information:

Julie Pocock, Admissions Officer  
Registrar’s Office  
[sci.admission@uwaterloo.ca](mailto:sci.admission@uwaterloo.ca)

Technical support – **AIF and online reference form:**

Undergraduate Admissions Team  
Registrar’s Office  
[myapplication@uwaterloo.ca](mailto:myapplication@uwaterloo.ca)

**Technical support – Quest activation and login:**

Quest Support Desk  
Registrar’s Office  
[quest@uwaterloo.ca](mailto:quest@uwaterloo.ca)