Academic English Program Application Instructions
English Language Centre, Lakehead University

We welcome you to the Academic English Program at Lakehead University's English Language Centre! In order to have you registered in the program, please follow the instructions outlined below. If you have any questions throughout this process, contact us at international.english@lakeheadu.ca.

Before you apply: *If you have been accepted into a Lakehead University* <u>*graduate*</u> *program, please contact us at the above email address for an important code you will need for your application to AEP. Please contact us BEFORE starting the application process.*

Step 1. Create an OUAC (Ontario University Application Centre) Account

In order to submit the application, you must first create a user account on the OUAC portal:

https://www.ouac.on.ca/apply/lakeheadugrad/en_CA/user/login

Step 2. Log into OUAC

Enter your OUAC credentials (username and password) on the login page.

Step 3. Work on your application

You can check off the boxes as you go!

- ☐ First begin by clicking on the 'Introduction Page', which can be accessed by either clicking 'Proceed to the Introduction' or navigating through the Application Links tab.
- ☐ Review the institutional overview, admissions entry points, language requirements and learn how to sign up for a campus tour! After, click on 'Proceed to Browse Programs.'
- ☐ This page provides an overview of all the programs you can apply to at Lakehead. The Academic English Program is listed towards the button of the webpage, under the Special Student Programs Section. Click on the Academic English Program to apply.
- ☐ Fill out the required boxes with your intended program start date. Click Save Program.
- ☐ Your selected program will be added to your 'Program Choices' Page. Click save, once you have selected the correct program. Click on "Proceed to Personal Information'.
- ☐ Fill out your personal information in the spaces provided. After saving your personal information you will be prompted to review it again. Please ensure all of your details are accurate before clicking on 'Proceed to Contact Information' to go to the next page.
- ☐ Review your email and add Home Address, Mailing Address and Phone number. Click 'Proceed to Applicant Type' once done.

- [ ] Under applicant type, fill in questions 1 and 2. Press save and continue.
- [ ] If you are an AEP only applicant and not an accepted graduate student, Academic Background is where you will list all institutions where you have registered in 1 or more secondary or postsecondary courses. Click 'Add institution' to add information. Complete the form. Once you have entered all of your institutions you have attended, click 'Proceed to Transcript Requests'. If you are a graduate bound student, leave the section about Academic Background and Transcripts blank. Click 'Proceed to Review and Submit'.
- [ ] If you have only attended high school, you will not need to complete this section. Click 'Proceed to Review and Submit'. If you have attended a college/university, please complete this portion if you are an AEP only applicant.
- [ ] Review all of the information you submitted and adjust any errors listed.

Step 4. Confirmation

- [ ] You will be directed to a confirmation page. Make sure you note down your OUAC reference number and save a copy of the application summary for your records.

Step 5. Wait for Acknowledgement Email

Within one business day after you have reviewed and submitted your online application, you will receive an Acknowledge Email to the e-mail address you set up your user account with your Lakehead University username and password. This username and password will allow you to access your new MyInfo and MyEmail accounts.

If you do not receive an email with your MyInfo username and password, please follow these instructions:
To recover your username and password for your MyInfo account, please go to the following website: https://www.lakeheadu.ca/studentcentral/applying/myinfo-troubleshooting and follow the instructions provided. You can use your personal email address to recover the username and password. This will allow you to log in to MyInfo and upload your documents.

After logging into MyInfo, you may be prompted to upload other documents which you do not need to upload (you can ignore these messages).

Within two weeks after submitting your application, you will receive an email from us asking you to confirm your attendance to the program and if you need any documentation from us to assist you in your arrival to the program. We will then send you a Welcome Package from the English Language Centre containing information about arrivals, orientation, housing, your course, and more. *We look forward to welcoming you to the program!*

-From all of us at the English Language Centre