Academic English Program (AEP) Only Application Instructions
English Language Centre, Lakehead University

Welcome to the Academic English Program (AEP) at Lakehead University's English Language Centre!

These instructions are only for applicants who want to study the Academic English Program (AEP) and Academic English Program Only (IAEP) and are not applying to any other Lakehead University degree program. If you have questions at any point, please contact us at international.english@lakeheadu.ca.

Important – Graduate-Bound Students:
If you have already been accepted into a Lakehead University graduate program, **do not follow these instructions**. Please email us at the address above to receive the correct AEP application link and instructions.

Step 1: Create an OUAC Account
To apply, you must first create an account with the Ontario University Application Centre (OUAC).
Create your account here: https://www.ouac.on.ca/apply/lakeheadugrad/en_CA/user/login

Step 2: Log in to OUAC
Log in using your OUAC username and password.

Step 3: Complete Your Application
You can complete the application step by step and save your progress as you go.

Begin on the Introduction Page by clicking "**Proceed to the Introduction**" or by navigating through the Application Links tab. Review the institutional overview, admission entry points, and language requirements. When finished, click "**Proceed to Browse Programs**."

On the program selection page, scroll to the Special Student Programs section near the bottom of the page and select the Academic English Program (AEP). Enter your intended program start date and click **Save Program**.

Your selected program will appear on the Program Choices page. Confirm that it is correct, click Save, and then click "**Proceed to Personal Information**."

Complete all required personal information fields and review them carefully for accuracy. Once confirmed, click "**Proceed to Contact Information**." Enter your email address, home address, mailing address, and phone number, then click "**Proceed to Applicant Type**."

Under Applicant Type, answer questions 1 and 2, then click Save and Continue.

Because you are applying to AEP only and are not an accepted graduate student, you must complete the Academic Background section by listing all secondary and postsecondary institutions where you have completed one or more courses. Click "**Add Institution**" to enter each school you have attended. After adding all institutions, click "**Proceed to Transcript Requests**."

If you have only attended high school, you may skip the Academic Background and Transcript sections and click "**Proceed to Review and Submit**." If you have attended a college or university, please complete this section.

Review your entire application carefully, correct any errors, and submit your application.

Step 4: Confirmation
After submitting your application, you will be directed to a confirmation page. Record your OUAC reference number and save or print a copy of your application summary for your records.

Step 5: Acknowledgement Email and Next Steps
Within one business day of submitting your application, you will receive an acknowledgement email containing your Lakehead University username and password. These credentials will allow you to access your MyInfo and MyEmail accounts.

If you do not receive this email, you can recover your username and password by visiting https://www.lakeheadu.ca/studentcentral/applying/myinfo-troubleshooting and following the instructions provided. You may use your personal email address to recover your account.

After logging into MyPortal, you may see requests to upload additional documents. These documents are not required for AEP-only applicants and can be ignored.

Within two weeks of submitting your application, you will receive an email from the English Language Centre asking you to confirm your attendance and whether you require documentation to support your arrival. Closer to the program start date, you will receive a Welcome Package with information about arrivals, orientation, housing, your courses, and other important program details. We look forward to welcoming you to the Academic English Program at Lakehead University.