UPREP SUPPLEMENTARY APPLICATION CHECKLIST

Free resource

Find out which programs need an extra application, track every deadline, and prepare for each type.

11 pages | 30+ programs listed | Tracker included



PREPARE FOR WHAT'S NEXT

For any questions or concerns contact us at hello@uprepcanada.ca

https://uprepcanada.ca/

www.instagram.com/uprep_advising/

WHAT IS A SUPPLEMENTARY APPLICATION?

A supplementary application is an extra step that some university programs require on top of your OUAC application. It gives the program a way to learn about you beyond your grades. Depending on the program, it might be a form about your activities, a set of written responses, a recorded video interview, a portfolio, or an audition.

It matters because it is separate from the OUAC. Submitting your OUAC application does not submit your supplementary application, and each one has its own deadline, its own instructions, and sometimes its own fee. Many students run into trouble here, not because their answers are weak, but because they miss a form entirely or start it too late.

This checklist helps you find out which of your programs require one, track every deadline, prepare for each type, and avoid the most common mistakes. It works best alongside your brag sheet, since the stories you need for these questions are the same ones you gathered there. The companion Google Sheet, the UPrep Supplementary Application Tracker, keeps every requirement, limit, fee, and deadline in one place with a days-left countdown.

Your process



IN THIS GUIDE

1. The Common Types of Supplementary Applications 2
2. How to Find Out Which Programs Require One 4
3. Your Supplementary Application Tracker 4
4. How to Prepare for Each Type 5
5. Your Prep Timeline and Checklist 6
6. Common Mistakes 1

KEY TAKEAWAYS

- Submitting your OUAC application does not submit your supplementary application. Each one has its own deadline, instructions, and sometimes fee.
- Check the admission page of every program on your shortlist, then track every due date in one place.
- Prepare stories from your brag sheet instead of scripts, and keep every answer true and in your own words.

IMPORTANT

Requirements, formats, and deadlines change every year and differ by program. Always follow the instructions on each university's official admission page.

PREPARE FOR WHAT'S NEXT

SECTION 1

1 THE COMMON TYPES OF SUPPLEMENTARY APPLICATIONS

Most supplementary applications fall into a handful of types. Some programs combine two or three of them.

Type	What it looks like	What programs are usually looking for
Written form or questionnaire	Short answers about your activities, leadership, work experience, and goals	Evidence of what you have done and what you contributed
Timed written response	One or more questions answered within a set time limit	How you think and communicate under time pressure
Video interview	Recorded answers to questions, usually with short preparation time and a time limit per answer	Communication, reflection, and how you respond to situations
Essay or activity write-up	Longer pieces about specific activities, sometimes with people who can verify them	Depth of involvement, your role, and your impact
Portfolio or audition	Samples of creative work, or a live or recorded performance	Skill and potential in an art, design, music, or related field
References	Contact details for people who can speak to your work	Verification and character

Examples reported for the 2026 to 2027 cycle: Programs change their requirements, so treat this list as a starting point and check each program's official admission page. The list covers business, engineering, health, arts, science, design and more, because every field has its own extras. For all 26 universities in one place, see the UPrep Ontario University Atlas.

University and program	What it reportedly asks for
Waterloo, Engineering	Admission Information Form (AIF) and one graded video question on Kira Talent (90 seconds, one attempt), both due February 1, 2027 at 11:59 p.m. ET
Waterloo, Mathematics (including Computer Science) and Computing and Financial Management	Admission Information Form (AIF) and a supplementary information form for Math. Deadline February 15, 2027.
McMaster, Engineering, Computer Science, iBioMed, and Bachelor of Technology	Supplementary application with three video questions and one written question, completed on Kira Talent. January 28, 2027.
McMaster, Arts and Science	Five written answers, each up to 1,500 characters, due February 1, 2027
McMaster, Health Sciences	Its own Honours Health Sciences supplementary application
McMaster, Integrated Science, Integrated Business and Humanities, Wilson College, Social Work, Midwifery	A supplementary application or survey for each, from February 1 to 2, 2027. IBH uses Kira videos and a resume.
McMaster, Nursing	Casper, an online situational judgment test
Queen's, Commerce, Health Sciences (on-campus), and 4-year Nursing	One timed written response and one video response, completed on Kira Talent. February 15 submission date, with 2027 details to confirm.

University and program	What it reportedly asks for
Queen's, Music and Music Theatre	An audition
Western, Ivey Advanced Entry Opportunity (AEO)	Separate Ivey application with activity essays, verifiable references, and a five-question Kira video interview. January 15, 2027.
Western, SASAH	A six-question Statement of Interest (750 to 1,000 words) by February 28, 2027, and an optional 3-minute video
Western, Engineering	Casper
Western, Music, Visual Arts	Audition (February 1) and portfolio (February 15)
University of Toronto, Rotman Commerce	Supplemental application with a timed written response and video responses on Kira Talent
University of Toronto, Engineering and Computer Science	A Personal Profile (Engineering) and a supplemental application (Computer Science)
University of Toronto, Kinesiology	A Statement of Interest with one referee. Applicants who skip it are disqualified.
University of Toronto, Architectural Studies and Visual Studies (Daniels)	A "One Idea" supplement: a made object and a 200-word summary, or images and a statement. February 1, 2027.
University of Toronto Mississauga and Scarborough	UTM Computer Science (one written response) and Theatre and Drama Studies (audition). UTSC Management, Double Degree programs, International Development Studies, Music Industry and Technology and Paramedicine (a Supplementary Application Form).
York, Schulich BBA	Supplementary application with a Leadership Profile (uploaded first), video interviews, and a timed writing exercise on Kira Talent. Schulich's page describes the BBA.
York, arts, media, performance and design	Portfolios, auditions or questionnaires by stream, February 5, 2027
Carleton, Architectural Studies, Industrial Design, Music, Nursing and Social Work	Portfolio or supplementary application. Application March 1 and supplement March 5, 2027.
Guelph	An optional Student Profile Form. A Background Information Form for Landscape Architecture and Turfgrass.
Laurier	An optional Applicant Background Summary after you apply
Toronto Metropolitan University	"Grades-plus" programs may need a portfolio, essay, interview or audition. Check each program page.
OCAD University	A portfolio, plus writing samples for Visual and Critical Studies. February 1 recommended.
Laurentian, Nipissing, Windsor, Lakehead, Algoma, Ontario Tech	Architecture portfolio, Nursing and Social Work forms, auditions and some faculty assessments. Dates range from December to March.

Many universities run video interviews through Kira Talent. You usually receive a link and instructions after you apply. The UPrep Complete Kira Video Interview Guide covers how each of these formats works.

SECTION 2

2 HOW TO FIND OUT WHICH PROGRAMS REQUIRE ONE

Do this for every program on your shortlist, as early as you can. It takes about ten minutes per program and prevents the most common surprise in the whole application process.

- [ ] Open the program's admission page on the university's website. Look for the words "supplementary," "additional requirements," "interview," "portfolio," "audition," or "admission information form."
- [ ] Check the OUAC's Undergraduate Application Guide (ouac.on.ca/guide/undergrad-guide), which lists university and program information, including extra requirements and program fees.
- [ ] Read the university's "next steps" or "after you apply" page. Some supplementary applications only open after your OUAC application arrives.
- [ ] Write down exactly what is required, when it opens, and when it is due.
- [ ] Note whether you need references, and who you could ask.
- [ ] Email the admission office if the page is unclear. Keep their reply.
- [ ] Re-check the page every month. Dates and questions can be updated during the cycle.

TIP Do not rely on a friend, a forum post, or a social media video to tell you what a program requires. Only the university's own page is current.

SECTION 3

3 YOUR SUPPLEMENTARY APPLICATION TRACKER

Copy this table into your own document or spreadsheet and add a row for every program that requires something extra. Update it every time you learn something new.

University	Program	Type	Opens	Due	References?	Status

Status ideas: Not started, Drafting, Ready to submit, Submitted, Confirmation received.

What to do with it:

- Sort by due date so the earliest deadline is always at the top.
- Add each due date to your calendar with a reminder one week before.
- Mark a row "Submitted" only after you have seen a confirmation.

SECTION 4

4 HOW TO PREPARE FOR EACH TYPE

Start here for every type: Pull out your brag sheet and highlight your five strongest stories: a leadership moment, a challenge you worked through, something you built or organized, a time you worked with others, and the reason you want your program. These five stories can answer most questions you will see, adjusted to fit each one.

Written forms and questionnaires (such as the AIF)

- Choose your most meaningful activities, not the longest list. Depth beats quantity.
- For each one, explain what you did and what changed because of it, using the x-y formula from your brag sheet ("Did x, which resulted in y").
- Add numbers where you can: people, hours, events, results.
- Stay within the limits, such as word counts, character counts, and the number of activities.
- Write in your own voice, then proofread twice. Save your drafts in a separate document so nothing is lost if a page times out.

Timed written responses

- Practise with a timer set to the real limit. Use sample questions from the program's page if they are provided.
- Use a simple structure: answer the question directly, give one specific example, and finish with what you learned.
- Do not aim for perfect sentences. Aim for a clear point backed by a real example.
- Respect word limits. Queen's, for example, says going over its 335-word limit will negatively affect your application.

Video interviews

- Do a tech check first: webcam, microphone, internet connection, lighting, and a quiet space.
- Practise with a timer and record yourself. Watch it once for clarity and pacing, not to pick yourself apart.
- Prepare flexible stories instead of memorized scripts. A script sounds stiff and falls apart if the question is slightly different from what you expected.
- Keep answers simple: the situation, what you did, and the result or lesson.
- Look at the camera, speak at a natural pace, and take a breath before you start.
- Read the platform's instructions in advance so the format does not surprise you.

Essays and activity write-ups (such as Ivey AEO)

- Choose activities where you had a real role and can describe your impact.

- Be clear about what you personally did, not just what the group did.
- Do not repeat the same activity or story across different questions.
- If references or verification contacts are required, ask those people early. See the UPrep guide on asking for a recommendation letter.

Portfolios and auditions

- Read the specifications first: file types, number of pieces, length, and how it is submitted.
- Choose your strongest work, not the most work. Show range only if the program asks for it.
- Ask a teacher or mentor for feedback before you submit.
- Start earlier than you think you need to. A portfolio or audition takes longer to prepare than a form.

Keep it honest: Everything you submit should be true and in your own words. It is fine to ask a teacher or mentor for feedback, but your answers must be yours. Universities take misrepresentation in an application seriously. McMaster Engineering, for example, requires that all answers be entirely your own work and says it monitors for suspicious activity.

> **TIP** Reuse your stories, not your answers. The same story can work for several programs, but rewrite how you tell it so it answers the exact question and fits that program.

SECTION 5

5 YOUR PREP TIMELINE AND CHECKLIST

September to October

- [ ] Find out which programs require a supplementary application and add them to your tracker
- [ ] Note any questions, formats, practice resources, and recommended early submission dates posted on the program pages (for example, McMaster Engineering recommends November 26, 2026 for its supplementary application, and Rotman Commerce recommends applying by November 7, 2026)
- [ ] Update your brag sheet and highlight your five strongest stories

November

- [ ] Write first drafts of your written responses and activity descriptions
- [ ] Ask for references early if any program needs them (at least 4 weeks before the deadline)
- [ ] Look into portfolio or audition requirements and start preparing

December

- [ ] Practise timed written responses and video answers
- [ ] Get feedback on your drafts from a teacher, mentor, or counsellor
- [ ] Do a full tech check for video interviews
- [ ] Submit your OUAC application early. Some supplementary forms cannot be opened until your OUAC application has been received, so submitting early gives you more time.

January to March

- [ ] Watch your email for student numbers, portal links, and invitations
- [ ] Complete each supplementary application before its deadline, and aim to submit at least 2 days early
- [ ] Confirm that every reference has been submitted
- [ ] Save a copy of every submission and every confirmation

After you submit

- [ ] Keep checking your email and each university's portal
- [ ] Mark each item "Submitted" in your tracker, but only after you have seen a confirmation
- [ ] Thank the people who helped you

SECTION 6

6 COMMON MISTAKES

1 Assuming your OUAC submission covers everything

It does not. Supplementary applications are separate.

2 Missing the separate deadline

Supplementary deadlines are often different from the OUAC deadline, and some fall soon after it.

3 Waiting for the portal to open and then rushing

Check your email regularly so you notice the moment access arrives.

4 Copying the same answer into every application

Each program asks different questions and wants different things. Adjust your story for each one.

5 Listing duties instead of impact

"I was on the council" says little. Explain what you did and what changed because of it.

6 Memorizing a script for a video interview

It sounds stiff and breaks down if the question changes. Prepare stories instead.

7 Skipping the tech check

A bad microphone or a weak connection is a preventable problem.

8 Ignoring word limits and time limits

Going over a word limit can count against you, and a rushed answer can miss the point.

9 Asking for references too late

Give people several weeks and everything they need.

10 Having someone else write your answers

Feedback is fine. Ghostwriting is not, and it rarely sounds like you.

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11 Not saving copies
Keep your drafts and your confirmations.

12 Exaggerating
Be accurate about your role, your hours, and your results.

TIPS, TRICKS & NOTES

Start with the brag sheet
Most supplementary questions are really asking about the same things your brag sheet already covers: what you did, what you learned, and why you want this program.

Specifics beat adjectives
"I led a team of 12 volunteers at an event with 150 attendees" says more than "I am a strong leader."

Write for someone meeting you for the first time
Explain acronyms and describe your role clearly. The reader does not know your school or your club.

Answer the question that was asked
It is easy to drift into a story you like. Re-read the question before you submit.

Do not skip the activities that feel small
Something you did consistently, without being asked, can say a lot about you.

Ask for feedback early, not the night before
Give people time to read your drafts and for you to make changes.

Keep your answers consistent
Your activity details, dates, and numbers should match across your OUAC application, your supplementary applications, and your resume.

Check every portal and email address
Deadlines are easy to miss when they are spread across several places.

Treat this checklist as a working document
Update it as you learn new details.

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IMPORTANT INFORMATION

UPrep provides guidance, strategy, and feedback to help students present the strongest possible application. Admission decisions are made solely by universities based on many factors outside anyone's control, and no specific outcome can be guaranteed. UPrep does not write applications or essays on behalf of students. Requirements, formats, and deadlines change, so confirm everything on each university's official admission page before you act on it.

Sources (checked October 11, 2026):

- OUAC: Undergraduate Application Guide (ouac.on.ca/guide/undergrad-guide)
- McMaster Engineering: Supplementary Application (eng.mcmaster.ca/supplementary-application)
- University of Waterloo: Admission Information Form (uwaterloo.ca/future-students/admissions/admission-information-form)
- University of Waterloo Engineering: Video Interview (uwaterloo.ca/engineering)
- Queen's: Supplementary Application and FAQ (queensu.ca/admission/applying/supplementary-application and supplementary-application-faq)
- Western Ivey: AEO Supplemental Application (ivey.uwo.ca/hba/admissions/aeo-supplemental-application)
- Schulich: BBA Supplementary Application (schulich.yorku.ca/admissions/suppapp)
- Rotman Commerce: Supplemental Application (rotmancommerce.utoronto.ca/future-students)
- Kira Talent: Help Centre (kiratalent.com)

For every other program, use that program's official admission page.

KEEP GOING WITH UPREP

PREMIUM

Ontario University Atlas
All Ontario universities side by side

PREMIUM

Written Supplementary Application Playbook
How to write activity descriptions, essays, and timed responses

PREMIUM

Annotated Supplementary Applications
Sample supplementary applications, annotated in detail

PREMIUM

Complete Kira Video Interview Guide
The complete system for Kira video and written interviews

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