

Have you been notified that Kaplan has submitted your application to UVic?

5 things you need to do now to complete and track your application

1. Check your email for your applicant number

Within 48 hours of your application being submitted by Kaplan, you will receive an application confirmation email from UVic. The email will include a unique number beginning with V (e.g. V00123456). You will need this V number for the next step.

Top tip

If you don't see the message, please check your junk email folder and add the **uvic.ca** domain to your safe senders to stop future messages getting caught by your spam filter.

2. Activate your NetLink ID

NetLink ID is your online identification at the University, used to access UVic's online tools while you are a student, right through to graduation. Enter your applicant V number and email address to [set up your NetLink ID](#), followed by UVic multi-factor authentication security.

Top tip

Visit [NetLink ID](#) for help. Your username and passphrase give you access many UVic systems and services, including UVic email, housing application, course registration, and your student and academic records.

3. Check your application status

You will receive an introductory email with instructions for viewing your Student Portal. It is important to regularly [check your in-progress application](#), to view your application checklist and see status updates.

Top tip

If you want to change your undergraduate major after your application has been submitted, you can do this in your Student Portal.

4. Submit your missing documents

You will be notified by email and in the Student Portal if there are outstanding documents or information required to evaluate your application. Use your NetLinkID to [log in](#) and upload any pending documents.

Top tip

Be sure to submit any missing documents before your program's application deadline.

5. Book on-campus housing

Fall-start students who want to be eligible for the [first-year housing guarantee](#) must apply for housing by May 1. Transfer and graduate students can apply by May 15 for the housing lottery or find off-campus housing. To access the UVic Housing Portal, sign in using your NetLink ID [here](#).

Top tip

Apply for housing starting from **the first Monday in February**. You don't need to wait for an offer of admission to apply to live in a residence. Your room assignment or offer is determined after you accept your offer of admission.