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OSAP

Ontario Student Assistance Program

**OSAP Checklist**

**For Full-Time Students**

**Prepare for the submission of your OSAP application by collecting the following information. Visit the** [**OSAP website**](https://osap.gov.on.ca/OSAPPortal/en/PostsecondaryEducation/OSAP/GettingOSAP/HowtoApply/OSAP004031.html) **for more information about how OSAP works.**

**Apply at: ontario.ca/osap**

**Note:** You are considered a dependent student until you have been out of high school for 4 years or more. For a dependent student, parental information will be required. You may also be considered independent if you have been out of High School for two-twelve month periods but were not in College or University.

**IMPORTANT:**

Once you have registered for OSAP you will create an OSAP application online, please remember to write down the following information:

OSAP application Number (OAN):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSAP application password (do not record or share with anyone)

**Your Personal Information:**

1. E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Social Insurance Number (do not record)
3. OEN Number (Ontario Education Number – found on your High School transcript) Not currently required to complete the OSAP application.
4. Month and year you last attended high school full-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(If you are currently upgrading, use the date you ORIGINALLY left high school)
5. Cost of one trip home to your parents' home by the most economical means available (i.e., city bus) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. If you have a permanent disability do you have official documentation confirming this? YES NO NOT APPLICABLE?

**Your School Information:**

1. Name of Mohawk program you will be attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Mohawk student number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Start date & End date of your upcoming academic year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of Mohawk campus you will be attending your program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Are you attending a Co-op program? YES or NO?

**Your Financial Information**

* 2015 Tax Return Summary - Example - Notice of Assessment
1. Estimate of your total gross income from January to December 31st of the current year Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Your total gross income from January of the current year to the start of your pre-study period

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If you finished high school in January, the start of your pre-study period would be May15th.
* If you finished high school in June, the start of your pre-study period would be July 1st.

1. Estimate of your total gross income expected in your pre-study period.

Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If you graduate high school in June, this would be July 1st of the current year to the start of classes in September of the current year.
* If you finished being a full-time student prior to May, your pre-study period would be May 15th of the current year to the start of classes in September of the current year.
1. Estimate of your total gross income during your study period, September of the current year to April of the following year, if you will be registered in the fall and winter semesters.

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scholarships and Bursary Funding:**

1. Total amount of scholarship and bursary funding to be received during your study period
* Yes, I am receiving Scholarships and/or Bursary funding

Amount receiving: \_\_\_\_\_\_\_\_\_\_\_\_

* No, I have not applied for / receiving Scholarships and/or Bursary funding

**Student Government Assistance:**

1. Type and amount of government assistance (i.e., OW, ODSP, WSIB) to be received during your study period
* Yes, amount receiving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Type of Assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No, I am not receiving any government assistance

**Student Assets/Savings/RRSPs/RESPs:**

1. Total amount of your RRSPs, RESPs
* Yes, amount receiving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No, I do not have RRSP’s, RESP’s
1. Total amount of any other assets i.e., savings, bonds, term deposits, GICs etc
* Yes, amount receiving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No, I do not have other assets

**Your Parental Information:**

1. **Marital status** - If parents are separated or divorced, the parent and step-parent with whom you currently live, or who last supported you, must complete the parental section and sign the declaration. If parents are in a common-law or same sex relationship (Ministry policy states three years to be considered common-law), both must complete the application.
2. Social Insurance Numbers (If parent is married or common law include both parents)
* Parent 1 (do not record) Parent 2 (do not record)
1. Total gross annual income for the most recent tax year (taken from line 150 of their Canadian Income Tax returns)
* Parent 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Total Net Income (line 236)
* Parent 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. CPP contributions (lines 308 and 310)
* Parent 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Total tax payable (line 435)
* Parent 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. E.I. premiums (line 312)
* Parent 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Birth date of parent(s) (If parent is Married or Common Law include both parents)
* Parent 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Other income not included on the tax return, i.e. foreign income
* Parent 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Applicant is Married or Common-Law, Spouse's or Partner's Information:**

1. Social Insurance Number (do not record)
2. Income information from the most recent Canadian Income Tax Return
3. Date of Marriage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_