OSAP Application Guide

Step #1: Login/Registration

• Visit the OSAP website at OSAP.GOV.ON.CA

• Select "login" if you already have an account or "register" if you are a new applicant

OSAP: Ontario Student Assistance Program

Get help paying for school when you qualify for OSAP.

Log in

Register

OSAP updates

- 2021-22 online OSAP application open for full-time and part-time students.
- 2020–21 OSAP applications open for full-time and part-time students and micro-credential programs.

Learn about OSAP

How to qualify.

How to apply for OSAP

How and when to apply.

After you apply

Step #2: Applying for Full-Time OSAP

• **To apply for full-time OSAP, please select "Apply for full-time OSAP"**

osap✓ Applications

Full-time studies

Use this application to apply for OSAP if you're taking 60% or more of a full course load or 40% if you have a permanent disability.

How to calculate your course load⬏

Apply for full-time

Go to my full-time apps

Part-time studies

Use this application to apply for OSAP if you're taking 20% to 59% of a full course load.

How to calculate your course load⬏

Apply for part-time

Go to my part-time apps

Micro-credentials programs

Use this application to apply for OSAP if you're taking a micro-credential.

How to determine if your program is eligible⬏

Apply for micro-credentials

Interest-free status

Use this application if you're not applying for OSAP and are in full-time studies. It will keep your previous full-time OSAP loans in interest-free status so you do not have to start repayment.

Apply for interest-free status

Go to my interest-free applications

Step #3: Starting a New Application

- Select the month and year your semester starts (e.g. 2021-2022 academic year)

- The green prompt below lets you know which academic year you are applying for.

- Select "Next" to proceed to the next step

osap ✓ Full-time application

Start a new application

There are just 4 steps to the application! It will take you about 15 minutes to complete.

1

School & program
Tell us what school you're going to and what program you're taking. More info

2

About you
Tell us if you're single or married and where you live. You'll need to share personal and financial information. More info

3

About your family
You might need to share information about your parents, spouse or children. More info

4

Submit
Review your application, submit it and track the status. More info

Ready to apply?

When do your classes start?

September ▾   2021 ▾

You're applying for the 2021-22 academic year.

Exit   Next

Step #4: School Additional Information

• Select the institution you plan on attending

• Select "Next" to proceed to the next step

0%

MCMASTER UNIVERSITY
MOHAWK COLLEGE
NIAGARA COLLEGE
NIPISSING UNIVERSITY
NORTHERN COLLEGE - HAILEYBURY
NORTHERN COLLEGE - KIRKLAND LAKE
NORTHERN COLLEGE - TIMMINS
NORTHERN ONTARIO SCHOOL OF MEDICINE
OCAD UNIVERSITY
ONTARIO TECH UNIVERSITY
QUEEN'S UNIVERSITY
ROYAL MILITARY COLLEGE OF CANADA
RYERSON UNIVERSITY
SAINT PAUL UNIVERSITY
SAULT COLLEGE
SENECA COLLEGE - all campuses
SHERIDAN COLLEGE
ST. CLAIR COLLEGE
ST. LAWRENCE COLLEGE - BROCKVILLE
ST. LAWRENCE COLLEGE - CORNWALL

3

About your family
Incomplete

4

Submit
Incomplete

-time application

SHERIDAN COLLEGE   ☐ School not on list?

Clear school

Exit   Save   Next

Step #4: School Additional Information Continued..

• Input your student ID# in the "student number box below"

• Select "Next" to proceed to the next step

0%

1 **School & program**
Go to:
School
Program

2 **About you**
Incomplete

3 **About your family**
Incomplete

4 **Submit**
Incomplete

osap ✓

2021-22 Full-time application

Step 1: School additional information

SHERIDAN COLLEGE
Financial Aid Office
1430 Trafalgar Road
Oakville ON CA
L6H2L1

Change school

SHERIDAN COLLEGE student number:
This question is optional

Step #4: Program Search

- Enter the first name of your program in the "enter name of your program" box

- The filters below are optional and it is not required that you complete them.

- Select "Next" to proceed to the next step

1

School & program
Go to:
School – ✓
Program

2

About you
Incomplete

3

About your family
Incomplete

4

Submit
Incomplete

2021-22 Full-time application

Step 1: Program search

Enter the name of your program:

- Use only part of the program name
- Don't use accents (é, ç, à) or characters (*, &)

Clear page

Business

Optional: You can use these filters to narrow your search:

Month your program starts:

Select

Year of the program you're entering (e.g. year 1):

Select

Level of study:

Select

Exit   Next

Step #4: Select Your Program

• You will be prompted with a list of program results to select from.

• Select the correct program result by identifying the year you are in, and the start and end date of your program. E.g. (I will be entering year 1 of the BBA Business Admin (Accounting, Finance, etc..) starting on September 7th, 2021 to April 23rd, 2022)

• Please note that you will be required to re-apply for OSAP again for the 2nd year of your program.

• Select "Next" to proceed to the next step

Step 1: Select program

There are 134 results for: "Business".

[Search for a different program]

○ **BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)**

May 9/22 - Dec 16/22   Bachelor's degree
2 term program   32 weeks long
Entering year 1 of 4

● **BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)**

Sep 7/21 - Apr 22/22   Bachelor's degree
2 term program   33 weeks long
Entering year 1 of 4   Co-op study term

○ **BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)**

Jan 10/22 - Aug 19/22   Bachelor's degree
2 term program   32 weeks long
Entering year 1 of 4

○ **BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)**

May 9/22 - Dec 16/22   Bachelor's degree
2 term program   32 weeks long
Entering year 1 of 4

○ **BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)**

Sep 7/21 - Apr 22/22   Bachelor's degree
2 term program   33 weeks long
Entering year 1 of 4

1 2 3 . . . 14 Next

[Exit]   [Save]   [Next]

Can't find Your Program?

• If you are unable to locate your program, please input your program name in the "can't find program" box

• This will allow you to manually enter your program information.

2021-22 Aid estimator

Select a program

You searched for: "Business Admin Finance"

Search for a different program

Can't find your program?

Enter the name of your program

Exit   Next

Step #5: Program Additional Information

• Input your course-load percentage in the "course load" box.

If you plan on enrolling in all courses offered during your semester, you will enter 100%.

If you plan on enrolling in partial courses during your semester, please contact your school's financial aid office for an accurate course-load percentage calculation.

• Answer the online distance education question below and select "Next" to proceed to the next step.

1

School & program
Go to:
School – ✓
Program

2

About you
Incomplete

3

About your family
Incomplete

4

Submit
Incomplete

osap ✓ **2021-22 Full-time application**

Step 1: Program additional information

BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)

Sep 7/21 - Apr 22/22   Bachelor's degree
2 term program   33 weeks long
Entering year 1 of 4   Study Term
How long can I access OSAP for this program?↗

Change your program

What percentage of a full course load will you be taking?
For example, if a full course load is 5 courses and you are taking 5, then you'd be taking 100%.
How to calculate your course load↗

| 100 | % |

Are you taking all of your courses online, through correspondence or distance education?
◉ Yes
○ No

Exit   Save   Next

Step #6: Current Situation

• Please complete this section accurately as per your current situation

• Please ensure to review this section once completed

• Select "Next" to proceed to the next step

Step 2: Current situation

This page determines if someone in your family must provide information. For example, if you're considered to be a dependent student, we'll need information from your parent(s). This page also determines if you are considered to be a resident of Ontario and eligible for OSAP.

Current status

What is your status?

⊙ Married

⊙ In a common-law relationship
   [What is a common-law relationship?]

⊙ Sole-support parent with dependent children
   [Who is a sole-support parent?]

◉ Single

Clear status

Have you been out of high school for at least 6 years as of the start of your 2021-22 study period?

⊙ Yes

◉ No

Have you been out of high school for at least 4 years as of the start of your 2021-22 study period?

◉ Yes

⊙ No

By the time you start your 2021-22 study period, do you expect to have worked full-time for at least 24 months in a row?
Do not include months of full-time study in high school, college or university.

[What is considered to be full-time work and full-time study?]

⊙ Yes

◉ No

Step #6: Current Situation Continued..

- Select "Next" to proceed to the next step

Are you separated, divorced or widowed and have no dependent children living with you?

Who are dependent children? ⬀

○ Yes
● No

Are both of your parents deceased?

Who are considered to be parents? ⬀

○ Yes
● No

☑ I do **NOT** want to provide parental information on my 2021-22 OSAP application. By not providing parental information, I understand that I will not be considered for the Ontario portion of the Canada-Ontario Integrated Student Loan, Ontario grant, or Student Access Guarantee funding.

You're considered to be an independent student. You don't have to provide information about your family in step 3.

Ontario residency

Have you lived in Ontario all of your life?

● Yes
○ No

Clear residency

Exit   Save   Next

Step #7: Personal Information

• Please complete this section accurately as per your personal information

• Please ensure to review this section once completed

• Select "Next" to proceed to the next step

1

School & program
Completed
Go to:
School – ✓
Program – ✓

2

About you
Go to:
Current situation – ✓
Personal info
Income & assets

3

About your family
Completed
Go to:
Not required

4

Submit
Go to:
Review & submit

osap ✓

2021-22 Full-time application

Step 2: Personal information

Have you ever filed for bankruptcy or initiated a related event?
Find out if this applies to you ⧉
○ Yes
● No

Clear page

Will you be living with your parent(s) during your 2021-22 study period?
● Yes
○ No

Step #8: Income and Assets

• You will need a copy of your CRA notice of assessment to complete the income section.

• If you do not have your notice of assessment, please contact CRA directly or log into your MyCRA account to obtain the document.

• Please complete this section accurately as per your financial situation

• Please ensure to review this section once completed

• Select "Next" to proceed to the next step

School & program
Completed
Go to:
School – ✓
Program – ✓

About you
Go to:
Current situation – ✓
Personal info – ✓
Income & assets

About your family
Completed
Go to:
Not required

Submit
Go to:
Review & submit

osap ✓

2021-22 Full-time application

Step 2: Income and assets

Enter amounts in dollars only. Do not enter cents or use periods or commas. If the amount is not applicable or negative, enter zero (0).

Income received in 2020

[Clear page]

Total gross income from line 15000 of your 2020 Canadian income tax return:

If you have not filed a 2020 tax return, enter an estimate. How to estimate your income ⬀

Are you splitting your pension income or receiving Universal Child Care Benefits? ⬀

$ | 50000

All foreign income and Canadian non-taxable income received in 2020:

What to include ⬀

$ | 0

Step #8: Income and Assets Continued..

- • Please complete this section accurately as per your financial situation

- • Please ensure to review this section once completed

- • Select "Next" to proceed to the next step

Income received during your study period

Do you expect to receive scholarships, bursaries and/or awards during your study period (Sep 7/21 to Apr 22/22)?
What to include here⬀

○ Yes
◉ No

Do you expect to receive income from any government programs during your study period (Sep 7/21 to Apr 22/22)?
What government income to include and not include⬀

○ Yes
◉ No

If you expect to earn or receive any other income totalling more than $11,200 during your study period (Sep 7/21 to Apr 22/22) (e.g., income from employment, Teaching or Research Assistantships, child support and/or spousal support, rental income, investment income including interest and dividends) report the full amount here.
You may be required to provide proof of any income earned or received during your study period.
What income to include⬀

○ Yes
◉ No

Assets

Do you expect to have Registered Retirement Savings Plans (RRSPs) as of the start of your study period (Sep 7/21)?
What are RRSPs?⬀

○ Yes
◉ No

Do you expect to have other assets as of the start of your study period (Sep 7/21)?
What to include in other assets⬀

○ Yes
◉ No

Exit   Save   Next

Step #9: Review & Submit Your Application

• Once you have completed the application steps, please go back to each step to review your application for potential errors.

• If the application was completed accurately without errors, please select "submit" to submit the completed application.

1

School & program
Completed
Go to:
School – ✓
Program – ✓

2

About you
Completed
Go to:
Current situation – ✓
Personal info – ✓
Income & assets – ✓

3

About your family
Completed
Go to:
Not required

4

Submit
Go to:
Review & submit

osap ✓

2021-22 Full-time application

Step 4: Review & submit

You can now submit your application

It's a good idea to review each page before you submit your application. Use the links at the top of the page to review the information entered.

- How to make changes to a submitted application ⬈
- Check the application deadline dates ⬈

After you submit your application, you'll get an estimate of the amount of aid you could get.

Exit   Submit

Step #10: Funding Estimate

• You will be taken to a page where you will find your OSAP estimated funding.

• Please note that estimates are not final and are smaychange once your application is updated.

• Select "Next" to proceed to the next page

2021-22 Full-time application

osap ✓

Estimate

▓▓▓▓▓▓▓▓

SHERIDAN COLLEGE - BACHELOR OF BUSINESS ADMIN (ACCNTING, FINANCE,GLOBAL, HR, MARKETING, SUPPLY CHAIN)
Sep 7/21 - Apr 22/22

Jun 23/21: Estimate calculated

This estimate is based on estimated tuition and ancillary/compulsory fees provided by your institution, as well as unverified information you provided on your application. Your estimate may change when final costs are provided by your school and your application is assessed.

How you get your OSAP money↗

Grants (you keep)		Loan (you repay)		Total
$2,400	**+**	**$3,700**	**=**	**$6,100**

You will be able to view your estimate later.

Next

Step #11: Your Application

• In the "your applications" page, you will find the OSAP application you submitted as well as three options to select from.

Check status - to view the status of your application

Print or upload document - to view/download your required documents or the status of your uploaded documents

Close application - to close your OSAP application

• Please select "Print or upload document" to view, download, and upload your required OSAP forms.

• This step is required in order for your application to progress into its final stages before confirmation of enrollment can happen.

![osap ✓] **2021-22 Full-time application**

Your applications

Go to your applications for other years:

[Select year ▾] [Go]

[Start a new application]

C Colleges in Ontario
Go to your 1 application

u Universities in Ontario

O Other schools

C Colleges in Ontario

SHERIDAN COLLEGE
BACHELOR OF BUSINESS ADMIN
(ACCNTING, FINANCE,GLOBAL, HR,
MARKETING, SUPPLY CHAIN)
Sep 07/21 - Apr 22/22

Jun 23/21: You've submitted this application.

[Check status of application]

[Print or upload documents]

[Close application]

Step #12: Required Documents

• Your required documents will be listed under the "Required Documents (Print/Upload)" column

• Your uploaded documents will be listed under the "Uploaded documents" column

• Your approved documents will be listed under the "Approved documents" column

🔴 Required documents (print/upload)

Below you'll find the documents that you must provide before your funding can be calculated or released.

Document deadlines to consider ⬈

Currently you don't have any documents or forms to provide.

There is a separate page to upload documents that you want to provide because:

- you want to change the information on your application
- you have requested a review of your file

Go to optional uploads

🟣 Uploaded documents

Here are all the documents that you uploaded but are waiting to be reviewed.

You have not uploaded any documents or forms.

✅ Approved documents

Here are all the documents that have been approved either for this academic year or from a prior year/application.

Declaration and signature form

Status: Approved
These documents have been provided and approved in a prior year/application.

Master Student Financial Assistance Agreement (MSFAA)

Status: Completed
MSFAA has been completed in a prior year/application
MSFAA number: ███████████

Exit

Processing Timeframes

• Processing time for most OSAP documents is 3 to 6 weeks.

• Processing time for most ministry documents is 6 to 12 weeks to a couple of months.

• During the documentation review process, your OSAP application will remain on hold until your documents are reviewed and approved.

Keeping Up to Date

• Please monitor your OSAP application atleast twice per week for updates.

• Messages are communicated to you via your OSAP message center or school email in the event you are required to re-submit a document or additional information is requested.

Message centre

☐ Jun 24/21	**2021-22 Full-Time Application**	Welcome to Message centre ▼
☐ Jul 18/16	**2016-17 Full-Time Application**	Welcome to Message Centre ▼
☐ Jul 18/16	**2016-17 Full-Time Application**	Documents are required ▼

Delete checked messages