

1. Log into your OSAP account at <http://osap.gov.on.ca>
2. Under the 2016/2017 Academic Year, select “Part-Time OSAP”
3. Start an application with the Study Period: _____
4. Based on your enrollment, you have a _____% course load
5. Complete the application and SUBMIT it
6. You must submit all required documentation as per the chart below (submit all that apply to you) to the ServiceHub Document Counter, 350 Victoria Street, Podium Building POD-150. All required documents must be received by 42 days before your study period end date:

Signature Pages	<input type="checkbox"/> Print out the APPLICANT Signature Pages and sign them <input type="checkbox"/> Print out the SPOUSE/PARTNER Signature Pages and have your spouse/partner sign them (if applicable)
Are you a Permanent Resident of Canada?	<input type="checkbox"/> A photocopy of the front and back of your PR card.
Are you a Protected Person of Canada?	A photocopy of your temporary Social Insurance Number (SIN) card AND a valid copy of one of the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> Verification of Status <input type="checkbox"/> Notice of Decision issued from the Immigration and Refugee Board <input type="checkbox"/> Protected Persons Status Document (issued prior to January 1, 2013) <input type="checkbox"/> Refugee Travel Document
Do you have any children under the age of 12?	If yes, will you be paying for childcare, for the time periods you will be in class? (ONLINE courses do not qualify). If yes, you will need to submit a receipt for the childcare being provided. Typically, a SIGNED letter from the childcare provider, outlining: <ul style="list-style-type: none"> <input type="checkbox"/> The label “PT OSAP” <input type="checkbox"/> The current date <input type="checkbox"/> Your full name and student number <input type="checkbox"/> the names of the children being cared for <input type="checkbox"/> the dates and times care is being given <input type="checkbox"/> the hourly rate for childcare <input type="checkbox"/> the letter must also contain the full name, address, and contact information of the childcare provider
Made a mistake on the application?	If you made a mistake, and want to update the information, submit a letter outlining the following: <ul style="list-style-type: none"> <input type="checkbox"/> The label “PT OSAP” <input type="checkbox"/> The current date <input type="checkbox"/> Your full name and student number <input type="checkbox"/> A statement of what the actual error is <input type="checkbox"/> A statement of what the correct information should be <input type="checkbox"/> Your signature

Proof of Income	<p>A photocopy of your two most recent pay statements.</p> <p>*If you are married/common-law, you must provide Proof of Income for both you and your spouse.</p> <p>If you/your spouse only worked earlier in the year, and are no longer working, you must submit your last pay statement AND an signed explanation of when the employment ceased and how you have managed your expenses since that time period.</p>
No Income in 2016	<p>If you did not have any income for 2016, you must submit an explanation letter outlining how you managed to pay for your day-to-day expenses (ie. Rent, food, clothing, transportation).</p> <p>If you received assistance from family or friends, they must also submit a letter confirming the assistance that was provided. All letters must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The label "PT OSAP" <input type="checkbox"/> The current date <input type="checkbox"/> the full name of the student and their student number <input type="checkbox"/> an explanation of the assistance being provided <input type="checkbox"/> the name and signature(s) of the individual(s) providing assistance
On OSAP Academic Probation?	<p>If you have been placed on OSAP Academic Probation, you must also submit an OSAP Academic Probation Explanation letter. You can use the template found online:</p> <p>http://www.ryerson.ca/content/dam/currentstudents/financialaid/pdfs/AcademicProbationLetter.pdf</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please ensure that your form is completed electronically, or in black or blue ink, and that you have signed BOTH the front and back of the form (in blue or black ink).