



Section 1 - Personal Information (to be completed by the student)

Social Insurance Number:

First name:

Last name:

Student's mailing address:

Street, rural route, or post office:

Apt:

City, town, or post office:

Prov/State:

Postal/Zip code:

Area code and telephone number:

I confirm that the above information is complete and correct. In addition, I understand that in order for my request to be considered, Sections 2 and 3 must be completed in full by an individual in one of the designated occupations listed. I must also provide photocopies of the documentation used (as outlined in Section 2, below) with this completed form when sending it to the ministry for processing.

Student's signature:

Date:

Section 2 - Confirmation of Student's Identity (to be completed by authorized third party)

Only individuals in the following occupations are authorized to confirm the identity of the student indicated in Section 1: Senior postsecondary school official (i.e., financial aid administrator, registrar, school president or owner), Notary Public, principal or vice principal of a secondary school or a senior official at a Canadian embassy or consulate.

Instructions for Completing this Section:

The student indicated in Section 1 must present you with proof of their Social Insurance Number (SIN) as well as one piece of government-issued photo identification. The information on their documentation **must** match **all** of the information entered in Section 1. **Do not** complete this form if Section 1 is not fully completed and signed or if the information entered does not match the documentation provided to you.

1. ☐ **Proof of Social Insurance Number.** Acceptable proof: Social Insurance Card (original card or photocopy) or an official Government of Canada document indicating the student's Social Insurance Number (e.g., Confirmation of Social Insurance Number from Service Canada, Canada Revenue Agency Notice of Assessment or a Canada Pension Plan Statement of Contributions).
2. ☐ **Government-issued Photo Identification.** Specify documentation reviewed:

☐ Valid driver's licence. *Indicate issuing province:*

☐ Canadian Permanent Resident or Citizenship Card

☐ Canadian Passport

☐ Provincial Health Card with photo. *Indicate issuing province:*

☐ Other Canadian federal or provincial government-issued photo identification.
Specify type of photo identification provided:

Section 3 - Authorized Third Party Details (to be completed by the authorized third party)

First name:

Last name:

Telephone number, including area code:

Ext.

Indicate your current occupation:

☐ Senior postsecondary institution official:

☐ Financial aid administrator

☐ Registrar

☐ School president

☐ School owner

Name of School:

☐ Notary Public (*You must also provide your official stamp beside your signature on this form.*)

☐ Principal or vice-principal of a secondary school. *Specify school name and address:*

☐ Senior official at a Canadian embassy or consulate. *Specify role and location:*

Declaration:

- I confirm that all of the following statements are true:
- The student listed in Section 1 has provided me with valid documentation for proof of his or her Social Insurance Number as well as one piece of their government-issued photo identification.
 - The information on the documentation presented to me by the student matches the information he or she has entered in Section 1 of this form.
 - The information that I have provided about myself is complete and true.

Signature:

Date:

The ministry administers OSAP under the authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, c. M.19, as amended, R.R.O. 1990, Reg. 773, Reg. 774, and Reg. 775, as amended, and O. Reg. 268/01, as amended; s. 10.1 of the Financial Administration Act, R.S.O. 1990, c. F. 12, as amended; the Canada Student Financial Assistance Act, S.C. 1994, c. 28, as amended, the Canada Student Financial Assistance Regulations, SOR 95-329, as amended and s. 266.3(4) of the Education Act, R.S.O. 1990. C. E.2, as amended. If you have any questions about the collection or use of this information, contact the Director, Student Financial Assistance Branch, Ministry of Training, Colleges and Universities, PO Box 4500, 189 Red River Road, 4th Floor, Thunder Bay, ON P7B 6G9; (807) 343-7260.

Purpose of this Form

The OSAP Access Number (OAN) is a nine-digit number that is assigned to each person who has:

- registered on the secure side of the OSAP website, **and/or**
- submitted a paper application for various OSAP funding instruments (e.g., OSAP for Full-Time Students, Ontario Graduate Scholarship, Explore).

Once you are assigned an OAN, it becomes your unique identifying number that will not change over time.

The *Request for OSAP Access Number (OAN)* form is for students who are unable to access the secure side of the OSAP website because they have forgotten or don’t know their OSAP Access Number (OAN).

There are quicker ways to get access!

We strongly recommend that you try to log into the “*Forgot Your OAN?*” feature on the OSAP website. This feature is fast and easy and will provide you with your OAN after you answer a few questions (see details on log in page).

Did you know that you can also retrieve your OAN in person? Simply go to the nearest financial aid office at any provincially-funded university or college of applied arts and technology in Ontario (which doesn’t have to be for the school that you are or will be attending) to obtain your OAN. You must provide proof of your Social Insurance Number (SIN) plus one piece of government-issued photo identification.

Who Completes this Form

The *Request for OSAP Access Number (OAN)* form is made up of three sections:

- **Section 1** is to be completed by the student who is requesting their OAN.
- **Section 2** is to be completed by an authorized third party. An authorized third party must be an individual in one of the following occupations:
 - Senior postsecondary school official (i.e., financial aid administrator, registrar, school president or owner)
 - Notary Public,
 - Principal or vice principal of a secondary school, or
 - a senior official at a Canadian embassy or consulate
- **Section 3** is also completed by the authorized third party who has confirmed your identity.

The authorized third party will confirm that the documentation you provide to them matches the information entered in Section 1 of the *Request for OSAP Access Number (OAN)* form.

What Must be Included with Your Completed Form

You **must** include photocopies of the supporting documentation you provided to the authorized third party official who completed your form. Please ensure that the photocopies you provide are legible (e.g., easy to read).

Where to Send Your Completed Form and Documentation

It is your responsibility to send your completed form and photocopies of the supporting documentation to the ministry. You may send it either by fax or by mail to:

Student Financial Assistance Branch
Ministry of Training, Colleges and Universities
189 Red River Road, 4th Floor
P.O. Box 4500
Thunder Bay, ON P7B 6G9
Fax: (807) 343-7278