

## 2024-25 OSAP Application List of Documents

**Processing times:** Up to 8 weeks for documents processed by the Financial Assistance office. Up to 12 weeks for documents that are processed at the Ministry level.

<b>Proof of Marital Status</b>		
<ul style="list-style-type: none"> <li>○ Married</li> </ul>	<ul style="list-style-type: none"> <li>○ a copy of your marriage certificate (the long version of the marriage license is also acceptable as long as it has been registered with the city)</li> <li>○ if you are not able to provide a marriage certificate for nonarbitrary reasons, you may provide an affidavit signed by both you and your spouse attesting to the date and location of your marriage and explaining the reason why you cannot provide a marriage certificate.</li> </ul> <p><b>Note:</b> Attestations <b>cannot</b> be accepted in lieu of an affidavit.</p>	
<ul style="list-style-type: none"> <li>○ Sole-support Parent (separated or divorced)</li> </ul>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ a copy of the separation agreement</li> <li>○ a copy of the court order</li> <li>○ a copy of the divorce judgement</li> <li>○ if you do not have a separation agreement, court order, or divorce judgement, you can provide an affidavit</li> </ul> <p><b>Note:</b> the documentation must include the date of your separation/divorce, details of your custody arrangements that confirm your child(ren) live with you at least 50% of the time during the study period, and the birth dates of those children.</p>	
<ul style="list-style-type: none"> <li>○ Common-Law</li> </ul>	<p><b>An affidavit signed by both you and your spouse confirming:</b></p> <ul style="list-style-type: none"> <li>○ you have lived with your spouse in a conjugal relationship outside marriage continuously for a period of not less than three years, or</li> <li>○ you have lived with your spouse in a conjugal relationship outside marriage in a relationship of some permanence and are the natural or adoptive parents of a child.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Widowed/Never married</li> </ul>	<ul style="list-style-type: none"> <li>○ an affidavit confirming that your child(ren) will be residing with you full-time during your study period and the birth dates of those children</li> <li>○ if you are widowed, you must also provide a copy of your spouse's death certificate that includes the date of your spouse's death</li> </ul>	
<ul style="list-style-type: none"> <li>○ Independent - previously married (separated, divorced or widowed)</li> </ul>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ a copy of the separation agreement</li> <li>○ a copy of the court order</li> <li>○ a copy of the divorce judgement</li> <li>○ if you do not have a separation agreement, court order, or divorce judgment, you can provide an affidavit confirming your separation/divorce as proof of your marital status</li> <li>○ if you are widowed, you must provide a copy of your spouse's death certificate that includes the date of death</li> </ul>	
<ul style="list-style-type: none"> <li>○ Independent – both parents are deceased</li> </ul>	<ul style="list-style-type: none"> <li>○ a copy of your parent's death certificates</li> </ul>	
<b>Proof of Residency</b>		
	<ul style="list-style-type: none"> <li>○ Completed OSAP History of Residency Form</li> <li>○ if applicable, documentation that confirms the date of arrival in Canada (for example, a copy of the Canadian immigration record or Protected Person Status document) <ul style="list-style-type: none"> <li>• Documentation that confirms when your parents or spouse arrived in Canada may be required. (If applicable)</li> </ul> </li> </ul> <p><b>Note:</b> If you are a Canadian citizen who has never lived in Canada prior to coming to Ontario for postsecondary studies (for example, your citizenship was based on your parent's citizenship) and no other documentation exists, you can submit a passport to show when you arrived in Canada.</p>	
<b>Proof of Child's Date of Birth</b>		
<ul style="list-style-type: none"> <li>○ Child(s) born in Canada</li> </ul>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ The child's birth certificate</li> <li>○ Statement of Live Birth</li> <li>○ Certificate of Status under the Indian Act</li> </ul> <p><b>Note:</b> If you are unable to provide any of the required documentation listed above, you are required to apply for a new birth certificate.</p>	

<ul style="list-style-type: none"> <li>○ Child(s) born outside of Canada</li> </ul>	<ul style="list-style-type: none"> <li>○ A letter from you identifying the country your child was born in and explaining why you cannot obtain a copy of the child's birth certificate; and</li> <li>○ one of the following types of documentation: <ul style="list-style-type: none"> <li>• Immigration record with parent's name and child's name and date of birth</li> <li>• Ontario health card with the child's name and date of birth.</li> <li>• A copy of a hospital record of the birth that includes the date and place of birth and the name of the parent(s) and is certified by an authorized official at the hospital</li> <li>• If the child is in school or daycare in Canada, a letter on school letterhead, signed and dated by a senior staff (principal or manager) that confirms the name, age of the child and the parental contact information for the child</li> <li>• The pay list issued by Crown-Indigenous and Northern Affairs (Canada)</li> <li>• Certified copies of a document that set out the name of the child and the child's age or date of birth, such as <ul style="list-style-type: none"> <li>➢ A census document (for example, from a country that does not issue birth certificates)</li> <li>➢ Record from the foreign consulate.</li> </ul> </li> </ul> </li> </ul>
<b>Academic Probation</b>	<ul style="list-style-type: none"> <li>○ Completed OSAP Academic Probation Form + transcript (if applicable)</li> </ul>
<b>Academic Progress</b>	<ul style="list-style-type: none"> <li>○ Completed Academic progress letter</li> </ul>
<b>Academic Restriction –</b> Once the restriction term is completed	<ul style="list-style-type: none"> <li>○ No document required – please send an inquiry to our office at the following link <a href="https://www.mohawkcollege.ca/form/email-financial-assistance">https://www.mohawkcollege.ca/form/email-financial-assistance</a></li> </ul>
<b>Full Restriction – Income Variance (IVS) –</b> Once the restriction term is completed (5 years)	<ul style="list-style-type: none"> <li>○ Signed and dated clearance letter requesting that your restriction be removed</li> <li>○ Proof that you have repaid all outstanding provincial loans and interest (NSLSC loan statement)</li> </ul>
<b>Proof of Citizenship</b>	
<ul style="list-style-type: none"> <li>○ Protected Person</li> </ul>	<ul style="list-style-type: none"> <li>○ provide a valid copy of your temporary Social Insurance Number (SIN) and a valid copy of one of the following documents: <ul style="list-style-type: none"> <li>• Verification of Status</li> <li>• Notice of Decision issued from the Immigration and Refugee Board</li> <li>• Protected Persons Status Document (issued prior to January 1, 2013)</li> <li>• Refugee Travel Document</li> </ul> </li> </ul> <p><b>Note:</b> a Refugee Protection Claimant document is not valid proof that you are a protected person</p>
<ul style="list-style-type: none"> <li>○ Permanent Resident</li> </ul>	<ul style="list-style-type: none"> <li>○ provide a valid copy of the front and back of the Permanent Resident Card. If you do not have one, provide a copy of one of the following documents: <ul style="list-style-type: none"> <li>• Record of Landing (IMM 1000) or earlier document, such as a Canadian Immigrant Information Card</li> <li>• Confirmation of Permanent Residence form</li> <li>• Verification of Status</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>○ Canadian Citizenship</li> </ul>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ Canadian citizenship certificate (front and back)</li> <li>○ Front and back of Canadian Citizenship card (issued before February 2012)</li> <li>○ Birth certificate from a Canadian province or territory (there are some exceptions, for example, see diplomatic passport)</li> <li>○ Naturalization certificates (issued before January 1, 1947)</li> <li>○ Registration of birth abroad certificates (issued between January 1, 1947, and February 14, 1977, inclusive)</li> <li>○ Certificates of retention (issued between January 1, 1947, and February 14, 1977, inclusive)</li> </ul>
<b>Proof of Parents Death</b>	<ul style="list-style-type: none"> <li>○ a copy of your parent's death certificates</li> </ul>
<b>Proof of Child's Disability</b>	
<ul style="list-style-type: none"> <li>○ Child(s) age 12-18</li> </ul>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ The "Disability tax credit letter/notice of determination" from you or your spouse's CRA Account showing that the CRA has accepted your child as having a disability and being dependent on you and/or your spouse</li> <li>○ Documentation from a physician or other regulated health care practitioner that clearly states <ul style="list-style-type: none"> <li>• That your child has a disability; and</li> <li>• The physician or regulated health care practitioner's name and contact information</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>○ Child(s) age 19 and older</li> </ul>	<ul style="list-style-type: none"> <li>○ The "Disability tax credit letter/notice of determination" from you or your spouse's CRA Account showing that the CRA has accepted the child as being wholly dependent</li> </ul>
<b>Proof of Disability</b>	<ul style="list-style-type: none"> <li>○ Completed OSAP Disability Verification Form</li> </ul>

<b>Name Change</b>	<ul style="list-style-type: none"> <li>○ Signed and dated letter indicating the correct name that should be updated on your OSAP profile and</li> <li>○ One of the following: <ul style="list-style-type: none"> <li>• Social Insurance Number card or Social Insurance Number confirmation letter</li> <li>• a copy of marriage certificate</li> <li>• a copy of Change of Name certificate issued by the province where the legal name change was processed.</li> </ul> </li> </ul>
<b>Gender Change</b>	<ul style="list-style-type: none"> <li>○ Signed and dated letter indicating the gender that should be updated on your OSAP profile</li> <li>○ Proof of your gender (government document that confirms their gender)</li> </ul>
<b>Proof of High School date</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ High school transcript</li> <li>○ Letter from the high school indicating the date you last attended on a full-time basis (or is expected to finish full-time high school if the final year of high school is not finished)</li> <li>○ If you completed high school as a mature student, you can provide a transcript or a letter from the last high school that you attended on a full-time basis prior to their return to high school as a mature student</li> </ul> <p><b>Note:</b> If you are a mature student and no longer have access to your transcript and cannot provide a letter, an affidavit can be accepted. The affidavit should include the date that you last attended high school on a full-time basis (not including time as a mature student) as well as the reason why you cannot provide a transcript or letter.</p>
<b>Proof of Crown Ward</b>	<ul style="list-style-type: none"> <li>○ Completed Verification of Status with Children’s Aid Society form</li> </ul>
<b>Proof of Indigenous Status</b>	<p>You must provide a copy of <b>ONE</b> of the following documents</p> <ul style="list-style-type: none"> <li>• Status card</li> <li>• Band membership card</li> <li>• Red card (Haudenosaunee Identification Card)</li> <li>• Confirmation of Band, Métis Nation of Ontario or other Métis organization funding (for example, Post Secondary Student Support Program (PSSSP) or Indigenous Skills Employment Training Program (ISET Program), Métis Nation Post-Secondary Education Strategy, and the Inuit Post-Secondary Education Strategy)</li> <li>• Membership card from a provincial affiliate of the Congress of Aboriginal Peoples (for example, Ontario Coalition of Indigenous Peoples)</li> <li>• Citizenship card issued by a Métis National Council governing member (for example, Métis Nation of Ontario, Métis Nation of Saskatchewan)</li> <li>• Land claim beneficiary card</li> </ul> <p>If you do not have one of the documents listed above, you may provide <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>• a letter from an Indigenous organization (for example, Métis Nation of Ontario, Inuit Tapiriit Kanatami, or Tungasuvvingat Inuit) on the organization’s letterhead that confirms name and Indigenous identity. The letter should be signed and dated by a senior representative of the organization and include their name, contact information, and position within the organization; or</li> <li>• an attestation confirming your Indigenous identity that includes your name, a declaration of their Indigenous identity, and a description of Indigenous persons in Canada that they self-identify as (for example, First Nation, Métis, Inuk, or an alternative term to describe their Indigenous ancestry and/or identity).</li> </ul>
<b>Change to living status - Living at home with parents to living away from home</b>	<ul style="list-style-type: none"> <li>○ Signed and dated letter indicating that you are longer living at home with your parents. (You must include your new address as well as the date of your move)</li> <li>○ A copy of your signed and dated lease/rental agreement</li> </ul>
<b>Proof of line 15000</b>	<ul style="list-style-type: none"> <li>○ Copy of Notice of Assessment as issued by the CRA (Canada Revenue Agency)</li> </ul>
<b>OSAP Login Reset (OAN/Password)</b>	<p>You can come on campus to have the reset done in person – an appointment is not necessary. (Office hours are 8:30AM to 4:30PM Mondays to Friday, excluding closures and holidays) You must bring valid Government photo ID and proof of your SIN (SIN card or verification of SIN form).</p> <p>You can also email <a href="mailto:ask@mohawkcollege.ca">ask@mohawkcollege.ca</a> with 'OAN/Password Reset' in the subject line for assistance.</p>

<b>Proof of SIN</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ SIN Card or temporary SIN Card</li> <li>○ SIN Confirmation letter from Service Canada that contains your SIN</li> <li>○ "Proof of income statement" (also called "Assessment") from the Canada Revenue Agency if it contains the <b>full SIN</b></li> </ul>
<b>SIN Change</b>	<p>If your SIN changes, a new OSAP profile must be created under your new SIN and a new application must be submitted under your new account.</p> <p>Once the account and application have been created/submitted, you are required to notify our office and upload proof of your new SIN to your application.</p>
<b>Ontario Residency</b>	<p>The appropriate completed History of Canadian Residency form:</p> <ul style="list-style-type: none"> <li>○ if you are a dependent student, a completed History of Canadian Residency for Student and Parents form should be submitted</li> <li>○ if you are a single independent student or a sole support parent, a completed History of Canadian Residency for the Student form should be submitted</li> <li>○ if you have a spouse, a completed History of Canadian Residency for Student and Spouse form should be submitted</li> </ul>
<b>Undischarged bankruptcy</b>	<p>A letter from the trustee in bankruptcy indicating the date bankruptcy was filed. This letter must confirm that:</p> <ul style="list-style-type: none"> <li>• neither Ontario nor Canada is a creditor in your Bankruptcy as a result of financial assistance given to you through OSAP; and</li> <li>• no financial assistance given to you through OSAP in your current study period will be seized to repay any creditor(s) listed in the bankruptcy</li> </ul> <p>If your previous student loans were not discharged with the bankruptcy or it has been less than 3 years since the loans were discharged, you are asked to provide the following as proof that they meet the conditions of eligibility for OSAP: 1. Proof that you have no outstanding balance on any prior Canada or Ontario student loans; (such as a statement or letter from the bank, NSLSC, or collection agency or a letter from the lender (Canada or Ontario Student Loans); or 2. Official documentation from the Educational Institution (a letter from the financial aid office or Registrar's office, transcripts etc.) which confirms:</p> <ul style="list-style-type: none"> <li>• At the time you filed for bankruptcy or initiated a related event, you were enrolled in an approved program of study at an approved school and were taking the minimum required course load.</li> <li>• You have continued to be enrolled in the same approved program of study in which you were enrolled at the time that you filed for bankruptcy or initiated a related event.</li> <li>• You have not had a break in studies of longer than six months since the date of Bankruptcy or related event.</li> </ul>
<b>Discharged bankrupt/initiated a related event</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ a copy of Certificate of Discharge</li> <li>○ copy of paid-in-full letter or Order of Absolute Discharge from the Courts</li> <li>○ Bankruptcy and Insolvency Records Search Extract from Superintendent of Bankruptcy</li> </ul>
<b>Foreign income and Canadian non-taxable income</b>	<p>If you indicated an amount equal to or greater than \$15,000 and are attending a postsecondary institution within Canada, have no SIN and reported Canadian non-taxable and/or foreign income greater than zero, or have no SIN and reported \$0 income the following must be submitted.</p> <ul style="list-style-type: none"> <li>• A completed 2024-25 OSAP Student Income Verification: Canadian Non-Taxable and/ or Foreign Income form <b>and</b> required supporting documentation.</li> </ul>
<b>Proof of Spouse's CPP-DB, EI, ODSP or OW</b>	<p><b>One of the following:</b></p> <ul style="list-style-type: none"> <li>○ For Canada Pension Plan Disability Benefits: bank record of payment or statement from online account (e.g., My Service Canada Account)</li> <li>○ For Employment Insurance: bank record of payment or statement from online account (e.g., My Service Canada Account)</li> <li>○ For Ontario Disability Support Program: letter from a caseworker, pay stub or statement of assistance</li> <li>○ For Ontario Works: letter from a caseworker, pay stub or statement of assistance</li> </ul>

\*If you have questions about the following documents that are **pending review**, please continue to monitor your OSAP application online as these documents are reviewed at the ministry level. The ministry reviews these documents in the order of date received therefore our office cannot advise on when they may be reviewed.

- Proof of bankruptcy
- Proof of non-taxable/foreign income

\*The only restriction that our office has the authority to remove/downgrade is the "academic restriction", for all other restrictions (federal, provincial, overpayment restrictions) please review your OSAP application online for more information. You can also use the contact information below for next steps if you have a Federal and/or Provincial restriction:

For information about OSAP restrictions please review your OSAP account online for more details. If you have a Federal and/or provincial restriction, you can use the contact information/steps below.

**FEDERAL RESTRICTIONS**

- Contact the National Student Loans Service Centre (1-888-815-4514) and ask for the **Canada Student Loans Division**
- Inquire in regard to the steps required for CLEARANCE

**PROVINCIAL RESTRICTIONS**

- Contact Ontario Shared Services (1-800-387-5604) and ask for the **Collection Management Unit**
- Inquire in regard to the steps required for CLEARANCE

