



Office of the Registrar,
Student Financial Aid
& Scholarships

1280 Main Street West
Gilmour Hall – Room 120
Hamilton, Ontario Canada L8S 4L8

Phone: 905-525-9140 Ext. 24319
Fax 905-521-9565
<http://sfas.mcmaster.ca/>

EXCHANGE PROGRAM INFORMATION SHEET

Please complete this form only if you are a student applying for OSAP for the academic year that you will be going on exchange. Complete and sign the REVERSE SIDE of this form. Submit the completed form to the Office of the Registrar, Student Financial Aid & Scholarships (Gilmour Hall - Room 120) as soon as possible after submitting your OSAP application.

*****YOU MUST ATTACH DOCUMENTATION FROM YOUR HOST INSTITUTION VERIFYING YOUR STUDY PERIOD START AND END DATES ABROAD*****

OSAP:	EXCHANGE GRANTS:
<p>When completing the online OSAP application, please SELECT MCMASTER UNIVERSITY AS YOUR INSTITUTION OF STUDY FROM THE WEBSITE DROPDOWN LIST (not your host exchange institution). The Office of Student Financial Aid & Scholarships will adjust your study period information (start and end dates) with the information you provide on this form along with the supporting documentation you provide regarding your institution abroad. Please submit your OSAP application early to allow time for processing prior to your departure.</p> <p>If you wish to give anyone else (e.g. parents) the authority to discuss your personal OSAP file in your absence, you must complete the 'FOI Information' section - on your personal OSAP profile. https://www.ontario.ca/page/osap-ontario-student-assistance-program</p> <p>If this is your first time applying for OSAP, ensure that you have submitted your Master Student Financial Assistance Agreement (MSFAA) to a Canada Post outlet prior to departure. Returning students should update any banking changes with NSLSC prior to departure.</p>	<p>The Office of Student Financial Aid & Scholarships will continue to offer a limited number of \$1000 exchange grants to undergraduate students only participating in a formal exchange. To be eligible to be considered for the grant, students must maintain a GPA of 7.0 or greater at the end of the previous fall/winter terms; be formally approved for University exchange; and be enrolled in exchange units. The grant will automatically be deposited into the university account of eligible students at the start of the term once the student is enrolled in an exchange term. Student inquiries regarding the exchange grant should be directed to Nancy Solano at solanon@mcmaster.ca.</p> <p>****STUDENTS WHO APPLY FOR OSAP MUST DECLARE THIS GRANT AS INCOME IN THE APPLICANT'S INCOME SECTION OF THE OSAP APPLICATION under SCHOLARSHIPS, BURSARIES, AND AWARDS to be received during the STUDY PERIOD****</p>
<p>Eligible funding will be deposited to your personal bank account 5-7 business days following the processing of your Confirmation of Enrolment. It is the student's responsibility to make all necessary payments to McMaster University.</p> <p>Check your McMaster student account statement via the Student Center in Mosaic. OSAP information can be found online at the above OSAP web link.</p> <p>Unsure of your OSAP Access Number (OAN) or password? Bring your social insurance card and government photo identification IN PERSON to Gilmour Hall – Room 120 to obtain your OAN or password reset prior to departure.</p>	<p>BURSARIES:</p> <p>The general bursary application process for exchange students is the same as for students studying on campus. Apply via the Student Centre on MOSAIC>FINANCIAL AID>Apply for Financial Aid. Please visit the Office of the Registrar, Student Financial Aid and Scholarships website http://sfas.mcmaster.ca for additional information and deadline dates. If you are eligible for a McMaster General Bursary, your bursary payment will be credited directly to your McMaster student account by the published payment dates.</p>

Congratulations & good luck on your exchange!

FINANCIAL AID CONTACTS:

<p>If you have questions regarding OSAP & your exchange, contact...</p> <p>Sharon Clark (905) 525-9140 Ext. 24318 e-mail clarksb@mcmaster.ca</p>	<p>If you have questions regarding BURSARIES & your exchange, contact...</p> <p>Kim Finlay (905) 525-9140 Ext. 24317 e-mail kfinlay@mcmaster.ca</p>	<p>If you have questions regarding EXCHANGE GRANTS contact...</p> <p>Nancy Solano (905) 525-9140 Ext. 23145 e-mail solanon@mcmaster.ca</p>
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**** OSAP APPLICANTS MUST COMPLETE REVERSE ****

OSAP APPLICANTS - Please *complete this form IN FULL* and submit to **Gilmour Hall – Room 120**



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 Student Financial Aid & Scholarships
 Gilmour Hall - Room 120, Hamilton, Ontario L8S 4L8
 Phone: (905) 525-9140, Ext. 24319
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 E-Mail: sfas@mcmaster.ca

Last Name:		First Name:	
McMaster Student ID#:			
McMaster Email:			
Program Name:			
Current Program Level:		Faculty Advisor:	

HAVE YOU EVER RECEIVED OSAP LOANS IN A PRIOR ACADEMIC YEAR? YES NO
 (Circle one)

STUDY PERIOD INFORMATION: (Please indicate study dates for the entire academic year.)

Exchange Institution & Location _____

I am applying for OSAP for the period of _____ to _____
 day / month / year day / month / year

	START DATE <i>Day/Month/Year</i>	END DATE <i>Day/Month/Year</i>	* INDICATE STUDY LOCATION FOR EACH TERM *
FALL TERM (e.g. 05 SEPT 2017 – 21 DEC 2017) 2017			<input type="checkbox"/> At McMaster <input type="checkbox"/> At Exchange Institution
WINTER TERM (e.g. 04 JAN 2018 – 26 APRIL 2018) 2018			<input type="checkbox"/> At McMaster <input type="checkbox"/> At Exchange Institution

*** **MANDATORY:** You must attach documentation – **IN ENGLISH** – from the host (exchange institution) verifying your study period start and end dates for **EACH TERM** that you are studying abroad. Please and attach.

Student's Signature _____ Date _____

For Office Use Only:	Exchange Term:	Fall/Winter	Fall Only	Winter Only
Term 1 (Base File)		Term 2 (Re-Instate)		
COST CODE		COST CODE		
SPS	SPE	SPS	SPE	
TNF	CPF	BET	TNF	CPF
% COURSE LOAD:		T1un	% COURSE LOAD:	
560 -		560 -		
KAH -		KAH -		
1st C of E processed		Re-Instate keyed:		
Exchange Grant		YES	NO	▶ ON BASE
				ADD TO REINSTATE
		MOSAIC Updated		<input type="checkbox"/>
FAO Signature: _____		Date: _____		