

APPLYING FOR OSAP FOR STUDENT EXCHANGE

You can receive OSAP if you are doing an exchange that will lead to transfer credits at U of T. OSAP will not fund additional costs of going on exchange, but will give you funding for tuition and a standard living allowance for your exchange.

Because OSAP funds the actual dates you are on exchange, you might get more or less than you usually receive.

- Go to <http://osap.gov.on.ca>, complete an online application
- Apply using your **normal U of T program**, do not apply through your host institution
- However, when you provide your income, you'll need to state the **income for your exchange study period**, not the normal U of T dates
 - In the "Income Received Before Study Period" – **use the actual 16 weeks before the start of your exchange term**, not the May-September dates you are presented with.
(If your exchange starts earlier than September, only report gross income for the period that you were not in full-time studies)
 - In the "Income Received During Study Period" section, OSAP is going to ask for your income for the standard U of T study dates – **use your actual exchange dates**
- When declaring the cost of a return trip between your postsecondary school and your permanent address, you should provide the **cost of travel between your permanent address and the University of Toronto**, not to your host institution
- Submit the application as usual
- NOTE: Your estimate will not be accurate until adjustments have been made to your file; please **allow 6-8 weeks for processing**

Additional documentation you need to submit:

- Any **required documentation** listed on the OSAP website after you submit your application
- A completed **Exchange Cover Sheet**
- Documentation from your host institution about the **official academic dates** (usually a printout from their website or a copy of relevant pages from their academic calendar showing dates that classes start, exam periods, etc.)
- If you need to provide more information, please attach a letter explaining your circumstances. For example, you should provide a letter if:
 - There is a long break between your terms of study. In this case please provide information about your income during each term, and during the break.
 - You will be doing a self-designed exchange. If you are participating in a self-designed exchange, please give information about your tuition fees and provide a copy of your tuition invoice from your host institution
 - You will be participating in a language course before your exchange for which you will receive a U of T credit

SUBMIT ALL DOCUMENTATION TO:

Attn: <Confidential – Student Exchange Documents>
Enrolment Services
172 St. George St
Toronto, ON M5R 0A3

Contact us by telephone: (416) 978-2190 or by email: osap.staff@utoronto.ca