

## Student Services

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# Exchange Program Information Sheet

Use this form if you are a student applying for OSAP for the academic year that you will be going to exchange

## Checklist

### Submit a Full Time OSAP Application

- Select McMaster University as your host exchange institution.
- Select your program and level according to your enrolment. **Please note:** your study period information will be adjusted to reflect the information provided on the attached form and the required supporting documentation from your host exchange institution.
- Apply early to allow for enough time to process your application prior to your departure.
- All OSAP funding will be deposited into your McMaster Student Account to pay your tuition and student fees. You are responsible for paying any outstanding balance on your account. Any remaining funding after your fees are paid will be deposited to your personal bank account 5-7 business days after your confirmation of enrolment is processed.
- Check your McMaster Student Account and OSAP status regularly.

### Complete The Exchange Program Information Form for OSAP Applicants

### Upload the form and proof of study period start and end dates from the host exchange institution to this secure [MacDrive Link](#).

- MacDrive information and instructions are available on [our website](#)

### Apply for the McMaster General Bursary

- The application process for exchange students is the same as for students studying on campus.
- Apply by clicking on 'Apply for Financial Aid' in your Mosaic Student Center.
- Bursary payments will be credited directly to your McMaster student account by the published payment dates.

### Next steps

- Forms will be processed within 3 business days.
- Monitor your OSAP application for updates.

# Osap Applicants

Complete this form and attach documentation – IN ENGLISH – from the host exchange institution, verifying your study period start and end dates for each term you are studying abroad.

## Student Information

Last Name	First Name
McMaster Student ID Number	Faculty Advisor

## Study Period Information

Exchange Institution		Exchange Location	
TERM	START DATE DAY/MONTH/YEAR	END DATE DAY/MONTH/YEAR	STUDY LOCATION FOR <b>EACH SEMESTER</b>
FALL TERM 2020 (e.g. 03/Sept/2020 - 19/Dec/2020)			<input type="checkbox"/> At McMaster University <input type="checkbox"/> At Exchange Institution
WINTER TERM 2020 (e.g. 06/Jan/2021 - 28/April/2021)			<input type="checkbox"/> At McMaster University <input type="checkbox"/> At Exchange Institution

**Student's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **FOR OFFICE USE ONLY**

**EXCHANGE TERM:** Fall/Winter  | Winter Only  | Fall Only

TERM 1 (BASE FILE)	TERM 2 (RE-INSTATE)
COST CODE	COST CODE
SPS <span style="float: right;">SPE</span>	SPS <span style="float: right;">SPE</span>
TNF <span style="float: right;">CPF</span> <span style="float: right;">BET</span>	TNF <span style="float: right;">CPF</span> <span style="float: right;">BET</span>
% COURSE LOAD <span style="float: right;">T1run</span>	% COURSE LOAD <span style="float: right;">T1run</span>
KAH -	KAH -

Base app adjusted:

Mosaci Updates:

1st C of E processed:

Re-Instate Keyed:

FAO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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