

# Exchange Program Information Form

Please use this form if you are a student applying for OSAP for the academic year that you plan to go on exchange.

## Checklist:

### Submit a Full-Time OSAP Application

- Select McMaster University as your host exchange institution.
- Select your program and level according to your enrollment.
  - **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 enrollment is processed.
- Check your McMaster 'Student Account' and OSAP status regularly.

### Complete all sections of the Exchange Program Information Form

### Upload the completed form and proof of study period start and end dates from the host exchange institution to your OSAP application

- Deadline Date: 40 days before your study period end date

### Next steps:

- Forms will be processed within 3-5 business days.
- Monitor your OSAP application for updates.



# Exchange Program Information Form for OSAP Applicants

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	

## Study Period Information

Exchange Institution		Exchange Location	
TERM	START DATE DAY/MONTH/YEAR	END DATE DAY/MONTH/YEAR	STUDY LOCATION FOR EACH SEMESTER
FALL TERM 2023			<input type="checkbox"/> At McMaster University <input type="checkbox"/> At Exchange Institution
WINTER TERM 2024			<input type="checkbox"/> At McMaster University <input type="checkbox"/> At Exchange Institution

## 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	SPE		SPS	SPE	
TNF	CPF	BET	TNF	CPF	BET
% COURSE LOAD		T1run	% COURSE LOAD		T1run
KAH -			KAH -		

Base app adjusted:

Mosaic Updates:

1st C of E processed:

Re-Instate Keyed:

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

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services; including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding collection or use of this personal information should be directed to Student Services, Gilmour Hall, Room 108.



**AID AND AWARDS**



Gilmour Hall 120



registrar.mcmaster.ca

Updated May 2023

# Financial Information

Please ensure that all income fields are completed with your total gross income already received OR amounts estimated to be received OR ZERO...

Note: CRB, CRSB, and WEPP received during your study period **MUST BE REPORTED** in the table below under "Other Income."

**COMPLETE ALL SECTIONS FOR ALL TERMS, IF NOT, IT WILL NOT BE PROCESSED (If zero, enter zero)**

<b>INCOME DURING STUDY PERIOD</b>	<b>Sept – Dec 2023</b>	<b>Jan – April 2024</b>	<b>May – Aug 2024</b>
Government Income (Source E.g.: ODSP, Ontario Works, EI, WSIB etc.) *Do not include OSAP amounts	\$ Source:	\$ Source:	\$ Source:
McMaster Scholarship	\$	\$	\$
McMaster Bursary	\$	\$	\$
Ontario Graduate Scholarship (OGS)	\$	\$	\$
McMaster dependent/spouse bursary	\$	\$	\$
Other scholarship/bursary	\$	\$	\$
Employment Gross Income (Including Graduate TA & Residence Life CA)	\$	\$	\$
Co-op Work Placement Gross Income (Enter amount to be received during each 4-month work term)	\$	\$	\$
All Other Income (e.g. CRB, CRSB, WEPP, child support, etc.)	\$ Source:	\$ Source:	\$ Source:

<b>Accommodation – Select the option that applies to you</b>	<b>Sept – Dec 2023</b>	<b>Jan – April 2024</b>	<b>May – Aug 2024</b>
	<input type="checkbox"/> Residing with parents <input type="checkbox"/> Not residing with parents	<input type="checkbox"/> Residing with parents <input type="checkbox"/> Not residing with parents	<input type="checkbox"/> Residing with parents <input type="checkbox"/> Not residing with parents

<b>Child Care Costs (if you have dependent children under the age of 12)</b>	<b>Sept – Dec 2023</b>	<b>Jan – April 2024</b>	<b>May – Aug 2024</b>
	\$	\$	\$

## DECLARATION & SIGNATURE

I declare that I have read this application in its entirety and have given complete and true information; including all income received or to be received during each of my work and study periods from all sources including government funding assistance. Should any of the information recorded on this form change, I will promptly notify Student Services at McMaster University in writing.

Student Signature: \_\_\_\_\_

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



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