



[How to apply for](#) [?](#)

## FULL TIME STUDENT CHECKLIST

This handout is intended for those students wishing to apply for Student Aid in the coming academic term. Please contact our team at [FinAidCanada@cityu.edu](mailto:FinAidCanada@cityu.edu) for further details and to arrange for an appointment with our Financial Advisor.

### 1. CREATE YOUR OSAP ACCOUNT

This process is for first time applicants. If you are a previous borrower please ensure you have access to your OSAP Access Number and password.

[Register online](#) for an OSAP account.

You'll need your Social Insurance Number (SIN) to create your OSAP account.

Write down your OSAP Access Number and password. You'll need these to [login in](#) the future.

**Visit:** <https://www.ontario.ca/page/how-apply-osap> and click **Log in**; Complete the application following the steps in the guide.

### 2. DOCUMENTS YOU WILL NEED

**Review the Financial Aid Forms and Calendar for your province, program, year and cohort :** <https://www.cityuniversity.ca/general-forms/>

\*if you are still unsure of your start and end dates or cohort Reach out to our **Financial Aid Advisor**.

**Last year's Total Income- Line 15000 from your CRA Tax Return** or all of your T4's for the year. Example: for 2021/2022 Academic year you will need your 2020 tax info.

Additional information needed if:

You are married or in a common-law relationship, you will need

- Their previous year's total income- Line 15000 on CRA Tax Return or all T4's for the year
- Their personal information; Full legal name, Birthdate, SIN #

### 3. HOW TO APPLY

Please visit <https://www.ontario.ca/page/how-apply-osap> and search for **City University of Seattle**.

Once this is done, **select your campus and choose the relevant academic year**.

**Info about your school and program:**

- For **BC Based Programs (Effective for new students Fall 2022):** Please use the **Vancouver campus location**
- For **All other Programs: (AB and Virtual):** Please use the **Washington (US) campus**
- **Review Program Calendar** <https://www.cityuniversity.ca/program-academic-calendars/> for courses
- **Please do not select "Co-Op"** for your application as "yes"
- **Please select yes for online courses/ distance education** if you are **Virtual only**.

**Program Information Forms (PIF):**

- **For BC Based Programs:** Your Program Information forms will be completed electronically.
- **For All other Programs:** A Hardcopy pdf Program information form will be required with an approved digital seal. Student to upload or mail out physically to OSAP.

Apply for **6 months only** (2 Terms per application), and please apply again in for the next two Quarters if you would like to get additional funding from **OSAP for the rest of your first year**.

**Please apply 1-2 months prior to start date**

**Please note that should you drop or change the number of credits after your loan is submitted, it will result in change to your loan eligibility and Financial Aid will need to be advised via our email.**

If you are approved for your student loan funding, your tuition payment can be deferred to your funding release date without penalty. We wish you the best of luck while in your studies. Please feel free to contact the **Financial Aid Office : [FinAidCanada@cityu.edu](mailto:FinAidCanada@cityu.edu)** if you have any questions.

**Update on Payment Deferrals:**

Deferral of payments are allowed until funding is released for students on approved Financial Aid. Once the funding is released to you, please ensure to pay for school costs as soon as possible. Exceptions will be reviewed with the Billing office.

All Students: Please ensure that you review your award amounts, school costs and budgets to distribute your funding evenly for each term. Please contact the Billing Office for more information on Deferrals:  
[billing@cityu.edu](mailto:billing@cityu.edu)