

# Studies at Another Institution

Version 9

Published 11/4/2021 by [Gerald Encabo](#) Last updated 1/2/2024 12:24 PM by [Ingrid Scheepers](#)

Before applying to courses at another institution, make sure they are part of the Seneca program curriculum you are registered in. To have educational costs for courses at the other institution included in your OSAP assessment at Seneca, you must:

1. Download the [Studies at Another Institution form \(PDF\)](#).
2. Complete the personal information section of the form and submit it to the Financial Aid Office of their other institution to complete the remaining part of the form.
3. Submit the fully completed form along with a letter from the co-ordinator confirming the course(s) will be credited towards your current year program, and a copy of your registration form to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca).

If you have applied for OSAP with another institution but enrolled in courses at Seneca:

1. Obtain the Studies at Another Institution Form from the other institution's Financial Aid Office.
2. Complete the necessary part of the form and submit it to Seneca Financial Aid Office by email for processing.
3. Submit the completed form processed by Seneca's Financial Aid Office to the other institution's Financial Aid Office.

Contact the Financial Aid Office at the other institution for more information regarding the processing procedure for this form.

tags : registrar-form