

# OSAP: How to Submit OSAP Supporting Documentation

Version 7

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Seneca's Financial Aid Office requires all documentation to be submitted digitally. Physical documents mailed to the office will not be accepted or processed.

We recommend you to scan and upload your OSAP signature pages and supporting documents online through your OSAP account. This will reduce your application processing time. It will also enable you to view your uploaded documents and the status of the online submission.

## How to scan and upload supporting documentation

- Scan each required document.
- Ensure your documents are saved in PDF format.
- Scan documents in black and white to reduce resolution.

## How to download and upload required forms and documentation

1. Log into your OSAP account and go to your OSAP application.
2. Select Print or upload documents.
3. Click the View documents & print/upload button to view all the required documentation.
4. Select Open form to open the document for printing and type in your form password.
5. Save the document to your computer to print and complete.
6. Repeat steps three to five for each required document.

## How to upload required forms and documentation

1. Scan the required document corresponding to the upload link and create a PDF file.

2. Select the Upload > link corresponding to that document.
3. Location your PDF file using the browse button.
4. Select the file and select Open.
5. You will receive a message confirming if your document was uploaded successfully.
6. Repeat the process for each required document.
7. Ensure the uploaded documents are legible by checking your Uploaded documents.
8. Verify the documents were uploaded successfully.

Note: If you receive a communication on your OSAP message centre that additional documentation is required, please click on the “**Need to upload another/different PDF?**” link below your original upload and follow the instructions provided.

## Tips

- Documents must be in PDF format.
- Most uploaded files should be less than 2 megabytes. However, the declaration and signature pages can be up to 5 megabytes.
- Monitor your application. If your documents are not approved, you will receive a notification through your OSAP message centre.
- If you cannot upload your documents online, you can send them as attachments via email to [theservicehub@senecacollege.ca](mailto:theservicehub@senecacollege.ca). You will need to include your full name and nine-digit Seneca Student ID number in your email.
- Avoid inserting documents or photos within the body of the email as they will not be accepted.

tags : osap