



Noah Meltz Supporting Documentation Requirements – 2019-20 Fall/Winter

Personal Information

Citizenship Status

- **Permanent Resident:** provide a copy of: Both sides of your Permanent Resident card; Record of Landing; Confirmation of Permanent Residence **OR** Verification of Status document.
- **Protected Persons:** provide a copy of your temporary Social Insurance Number (SIN) card **AND** a copy of one of: Verification of Status document **OR** Notice of Decision issued from the Immigration and Refugee Board (IRB), **OR** Protected Persons Status Document (issued prior to January 1, 2013) **OR** Refugee Travel Document.

Marital Status

- If you are in a **common-law relationship**, an affidavit* signed by you and your spouse will be required if you and your partner have been living together continuously for at least 3 years; **OR** you and your partner are in a relationship of some permanence and are the natural or adoptive parents of a child.
- If you are **married**, provide a copy of your marriage certificate or an affidavit* signed you and your spouse confirming the date of the marriage.
- If you are **separated or divorced**, provide proof of separation (copy of your separation agreement or court order) or divorce (copy of your divorce judgment or court order). If you do not have a legal document, you can provide an affidavit.* The documentation must include the date of separation, details of any custody arrangements that your child(ren) will be residing with you full-time during your study period and the birth dates of your children.
- If you are a **sole-support parent, and have never been married OR are widowed**, indicate “Single” as your marital status. You also must provide an affidavit* confirming any children who will be living with you full-time during your program of study and the birth dates of those children.
- If you are **widowed**, a copy of your spouse’s death certificate that indicates the date of your spouse’s death.

*If you do not have a legal document or court order, an affidavit can be sworn for a small fee at **Downtown Legal Services**, 655 Spadina Avenue, (416) 934-4535. Call first to make an appointment.

Child Care Costs

- If you have **children living with you** full-time during your period of study, you must provide proof of each of your child(ren)’s date of birth (e.g. copy of the birth certificate, statement of live birth or certificate of Indian Status).
- If you will have **child care expenses** that you must pay yourself during your studies, attach a letter indicating your class hours and an estimate of the weekly child care costs incurred during your class time. You must also indicate the name, address and phone number of your child care provider. A married applicant whose partner is unemployed is not eligible for this allowance

Employment and Income Information

If you (and your spouse if applicable) have **actual** 2019 income (*January 2019 – December 2019*), provide proof of income.

This can include copies of pay stubs from: employment (or a letter from employers confirming actual gross weekly or monthly income), Ontario Disability Support Income (ODSP), Ontario Works (OW), Canada Pension Plan Disability Benefits, Loss of Earning Benefits (WSIB) or Employment and Training Allowance.

If you (and your spouse if applicable) are unemployed **AND** you/both of you declare zero annual income for 2019, please attach a signed letter explaining how you will meet your living costs (rent, food, transportation) if you have not provided an explanation in Section 2.

Indicate income all sources (world-wide) EXCEPT: OSAP, student aid from other provinces, GST rebates, Canada/Ontario Child Benefits, Ontario Child Benefit Equivalent Savings Program, Rental Opportunity for Ontario Families (ROOF) program, Universal Child Care Benefit, parental income. Also, do not include pain and suffering awards, including WSIB non-economic loss (NEL) awards in amounts less than \$100,000. Any amount over \$100,000 is considered income in the period it was received. If payments are made for different incidents, the payments related to each incident are exempt up to \$100,000.

If you are receiving student financial aid during your 2019-20 Fall/Winter term from another province, territory, state or country, attach your Notice of Assessment. *Proof of funding from the Province of Ontario is not required.*