



GRT & ION UPass Opt IN Instruction Guide

Please read the following instructions on how to submit a UPass Opt In application. You can only submit the application through the GRT & ION UPass Opt In application link: <https://gsauw.ca/services/upass/>

You must submit an application at any time throughout the year. Information collected in the form will only be used for the purposes of verifying and processing your UPass Opt In process.

Questions? If you have any questions while completing the form, please contact gsa-office@uwaterloo.ca for assistance.

The form will take you through the following steps which will be described in further detail throughout this document.

- Step 1: Provide up-to-date contact information
- Step 2: Select ONE reason for an Opt In
- Step 3: Upload supporting documents as needed for proof of eligibility
- Step 4: Click "Finish" to complete and submit the application

Step 1: Provide up-to-date contact information

In this section, you will be providing up-to-date contact information for the GSA Office to verify your information and process your application should you be eligible. The GSA Office will use the provided email for any inquiries related to your form submission.

You will need to enter the following information:

- First name
- Last name
- Program of study
- UW email address
- UW Student ID #

Step 2: Select ONE reason for an Opt In

You will be asked to select ONE of the following reasons for submitting a UPass Opt In application. Depending on the reason selected, you may need to upload supporting documentation as proof of eligibility that will be verified by the GSA Office. The GSA Office will use this information to assess your eligibility for an Opt In. It is recommended that you choose the category in which proof of documentation is most easily obtained and uploaded.



Reasons for a opting in and required documentation as proof of eligibility:

Reason for Opt In	Documentation for Proof of Eligibility
(A) A Student Councillor, Director, or Officer of the GSA, or other student representative determined in accordance with the Policies & Procedures of the GSA who would otherwise be eligible for the UPass had they not adjusted their status to take on their current role.	Not applicable
(B) A Full-Time Student who is undertaking a reduced course schedule as a result of an accommodation as defined in UW Graduate Calendar or as otherwise defined by the University of Waterloo.	Require the accommodation approval documentation (This can be an email from the University approving your accommodation)
(C) A Full-Time Student that has been advised/ accommodated by the University of Waterloo to undertake a reduced course schedule or Part-Time schedule based on International Visa considerations (or similar) and who would otherwise be eligible for the UPass had they not adjusted their status.	Please upload documentation that verifies you are an International Student who is taking a reduced course load this term. Provide a screenshot of Quest indicating that you are a part time student for the term you are applying for. You can obtain this by logging into your Quest account, going to the academics and then unofficial transcript section, and then selecting and obtaining a graduate unofficial transcript.
(D) A Co-op Student (student currently engaged in a co-operative work term who would otherwise be eligible for the UPass) that may not have been assessed the UPass fee.	Please upload documentation verifying you are on a co-op term in Waterloo Region. Provide a screenshot of the offer letter with your full name, indicating the start date of employment and signed by an official, such as an employer or UWaterloo administrator.
(E) Graduate students enrolled at University of Waterloo/University of Waterloo Satellite campuses that may not have been assessed the UPass fee.	Document indicating the Waterloo Satellite campus for your program OR Document indicating your status as a Visiting Graduate Student (Canadian or international)
(F) Graduate students in the region of Waterloo who are on maternity leave or medical leave.	Change of enrolment approval documentation (This can be an email from the University approving your change of enrolment)



Step 3: Upload supporting documents as needed for proof of eligibility

This section will guide you through scanning, uploading, and file naming the necessary documentation for verification as needed.

Questions? If at any point you are uncertain about the required documentation, please contact gsa-office@uwaterloo.ca for assistance BEFORE you submit the form.

Step 4: Click “Finish” to complete and submit application

Following Step 3, you will be directed to an exit page asking you to click “Finish” in order to submit your application.

After submitting, you will receive a “Thank You” message that you can screenshot for your records. **Please be assured that we have received your Opt In application. We kindly ask that you do not contact the GSA office to confirm receipt of your submission due to the high volume of emails.**