ONLINE SGS PAYMENT ACTIVATION FORM

Instructions for Students

Overview

Students awarded an OGS or a QEII-GSST must complete and submit an online SGS Payment Activation Form in order to accept and activate their awards. Once registered (in the program for which the award will be held), students will need to complete and submit their portion of the online form. Once a form has been submitted, the recipient’s graduate unit will receive an email invitation to complete the graduate unit portion of the form (not viewable or accessible to students). The form will not be considered fully complete until both the recipient and the graduate unit have completed their respective sections. Once both sections are submitted, the form will be automatically sent to SGS for processing.

Important: Due to the online form pre-prepopulating much your information based on the registration of your current program, it is necessary that you complete the form only once you are registered for the program in which the award will be taken up. For example, new incoming students or current master’s students commencing a new PhD program in September must first register for the Fall 2017 session (starting mid-July) before completing a SGS Payment Activation Form. Currently registered students who will be continuing in the same program for the 2017-18 academic year can complete the form before registering for the Fall 2017 session.

Step 1. Access the online SGS Payment Activation Form

SGS e-Forms website: https://apps.sgs.utoronto.ca/

Log on using your UTORID (incoming students must obtain an UTORid and register for their academic year before access the SGS Payment Activation Form). Major award recipients are eligible to register without payment. Logging in using BlueAccount will not allow the form to pull the necessary information from your ACORN account.

Step 2. Start a New Form
Once you’ve logged in, click the green button that reads “Start a New Form”

**Step 3.**

In the “Award forms” section, select “SGS Away Payment Activation Form”
Step 4. Fill in the required information

The top portion of the Award Holder Information section will be pre-populated with information specific to you from ACORN. If no information is displayed, it is likely that you are not currently registered yet.

If you are currently registered in a different program than the one for which the award is being held (e.g. currently in a master’s program, going into doctoral), you will have two programs available for selection. You must choose from the drop down list(s) the Faculty/Unit/Degree for which the award is to be held (e.g. DOC).

You are required to select the **Requested start date of award**, the **Funding Agency** of the award to be activated at the **University of Toronto**, and the **duration of award**.
Remember to consult with your graduate unit before choosing the start date of your award if you didn’t already receive a recommended start date from them.

The duration of award options will only appear once you’ve selected the funding agency.

Both the funding agency and the duration of the award can be found in your award offer letter from SGS (OGS/QEII) or the federal funding agency (CIHR/NSERC/SSHRC).

**Example: OGS duration**

- Ontario Graduate Scholarship (OGS)
- Queen Elizabeth II Graduate Scholarship (QEII-GSST)
- CIHR
- NSERC
- SSHRC

**Example: NSERC duration**

- Ontario Graduate Scholarship (OGS)
- Queen Elizabeth II Graduate Scholarship (QEII-GSST)
- CIHR
- NSERC
- SSHRC

**Step 5. Confirming the above**

Once you have answered the required questions, review necessary information and select the “I confirm the above” check box and hit “Next”
Step 6. Review

Once you have hit “Next”, you will be taken to the **Review** page to verify that all the information entered into the form is accurate. If a change needs to be made to the Award Holder Information section, click the “Previous” button at the bottom left side of the page. If no changes need to be made, click the “Submit” button on the bottom right side of the page.
Step 7. Confirmation of Submission

Once you have clicked submit, you will be taken to the Submission Confirmation page. You will not receive an email confirmation; however, you can confirm that the form has been submitted to the graduate unit by selecting the “My Forms” section on the left-hand side menu. A form with the status of “Submitted” in orange, indicates that the form has been submitted to the graduate unit for completion.