

[How to apply for !\[\]\(919a2cb85b99741a73c0c31a427236a8\_img.jpg\) Student Aid?](#)

## FULL TIME STUDENT CHECKLIST: 2nd and 3rd Year

This handout is intended for those students wishing to apply for Student Aid in the coming academic term. Please contact our team at [FinAidCanada@cityu.edu](mailto:FinAidCanada@cityu.edu) for further details and to arrange for an appointment with our Financial Advisor.

### 1. CREATE YOUR STUDENT AID ACCOUNT

- [Account Alberta Sign-up](#)
- Verify your identity** through MyAlberta Digital ID, using: an Alberta driver's license, or an identification card.
- Verify your identity **through** My Alberta Digital ID (MADI – the Personal Directives Registry has moved from SIAMS (Secure Identity & Access Management System) to MADI (My Alberta Digital ID)

### 2. DOCUMENTS YOU WILL NEED

- Review the Financial Aid calendar for your program, year and cohort under Financial Aid Forms:** <https://www.cityuniversity.ca/general-forms/>

\*if you are still unsure of your start and end dates or cohort Reach out to our **Financial Aid Advisor**.

- Last year's Total Income- Line 15000 from your CRA Tax Return** or all of your T4's for the year. Example: for 2021/2022 Academic year you will need your 2020 tax info.
- SIN card or Document.**
- Alberta Student Number** - This can be found on your high school transcript or looked up at [Learner Registry Alberta](#). *Please advise if you do not have an ASN*
- Additional information needed if:**

You are married or in a common-law relationship, your spouse will need to complete the *spousal section* of the application.

- Their previous year's total income- Line 15000 on CRA Tax Assessment or all T4's for the year Their personal information: Full legal name, Birthdate, SIN #

### 3. HOW TO APPLY

- Review:** [How to apply](#)

Here are the guidelines for this year's full-time study application.

1. **Log into** your account; <https://studentaid.alberta.ca/apply/>
2. Please select "**International-US: City University of Seattle <12298> ONLY**",
3. Useful information:
  - a. Apply for **1 year only (52 weeks)** (Ex: January 2022 to December 2022 ), and please apply again in for the next year if you would like to get additional funding from **Alberta Student Aid. Please apply 1-2 months prior to start date**

**If you have made an error: The quickest way to correct your application is to cancel and resubmit it. Please contact our Financial Aid Office for details.**

If you are approved for your student loan funding, your tuition payment can be deferred to your funding release date without penalty. **Should you drop or change the number of credits after your loan is submitted, it will result in change to your loan eligibility and Financial Aid will need to be advised via our email.**

We wish you the best of luck while in your studies. Please feel free to contact the **Financial Aid Office** : [FinAidCanada@cityu.edu](mailto:FinAidCanada@cityu.edu) if you have any questions