Financial Aid

CityUniversity in Canada

FULL TIME STUDENT CHECKLIST: First 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** for further details and to arrange for an appointment with our Financial Advisor**.**

1.CREATE YOUR STUDENT AID ACCOUNT

Please advise if you don't have a valid BC Service card. This process is for first time applicants. If you are a previous borrower please ensure you have access to your username and password.

☐ **Install the BC Service Mobile Card app to your device. Complete Identity verification with video call to an agent.**
☐ **To obtain a BC Token, students must visit a Service BC Centre**
More info: https://id.gov.bc.ca/account/token-setup-instruction
☐ **Visit: https://studentaidbc.ca/ Login and Register with either method;** If you already set up your mobile card so you can click use a mobile card. Enter the code on your computer screen; complete the process by creating your profile and filling in your personal information; email, and social insurance number.

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.**
☐ **Secondary contact information**- Name, home address, and phone number; This can be a family member or friend that is over the age of 19, who does not live at the same address as the student, and lives in Canada.

Additional information needed if:
☐ You are married or in a common-law relationship, your spouse will need to complete an APPENDIX 2.
• They will need to register a BC Student Aid account to complete this
• Their previous year's total income- Line 15000 on CRA Tax Return or all T4's for the year
• Their personal information; Full legal name, Birthdate, SIN #

3. HOW TO APPLY

☐ **Please visit https://studentaidbc.ca/ and search for City University of Seattle.**
☐ Once this is done, **select your campus and choose the relevant academic year.**
☐ Please **select your program** and Select **"I do not see my program dates"** as you will need to **manually add the start and end dates.** Apply for **6 months only** (Ex: both Winter and Spring Terms), and please apply again in for the next two Quarters if you would like to get additional funding from **Student Aid BC.**
  Please apply 1-2 months prior to start date
☐ **Complete the draft application and hit consent on the tick box available and save**. Complete as much as you can before **contacting our Team to complete your Appendix 3 and review your application**.

Please note that 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.

If you are approved for your student loan funding, your tuition payment can be deferred to your funding release date without penalty.

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