



## **PART TIME STUDENT CHECKLIST**

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**

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. This is not mandatory for Part time Applications but will help you keep track of your application review with StudentAid BC.

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**.

Download the BC Student loan Part-time Application for your Academic year: <https://studentaidbc.ca/help-centre/applying-loans/how-apply-part-time-student>

**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 note that we will need to submit your full application to Student Aid BC. Please submit all Documents.**

In Section 8 - Study Information, **ensure the courses listed match your enrollment – if things differ, we cannot process your application.** Apply for **3 months only** (Ex: Winter Term), and please apply again in for the next Quarter if you would like to get additional funding from **Student Aid BC. Please apply 1-2 months prior to start date.**

**Complete your full application. Print page 7 of the application form, sign it, and scan/take a photo of the page.** Spousal and Parental signatures must **also be in ink and scanned/via photo.** Standard PDF, document and/or image files are preferred. **Please send a scan or photo of your full application with signatures.**

Email [FinAidCanada@cityu.edu](mailto:FinAidCanada@cityu.edu) your documents from your CityU email account if possible. **Include your full name, student number in the email.** We will then review your information, sign and submit your application to StudentAid BC. **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**

Monitor your postal mailbox for your StudentAid BC notice of assessment. You will be emailed from NSLSC on how to process your Master Student Financial Assistance Agreement (MSFAA). **We will require a copy of your Notice of Assessment so please forward this once received.**

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.