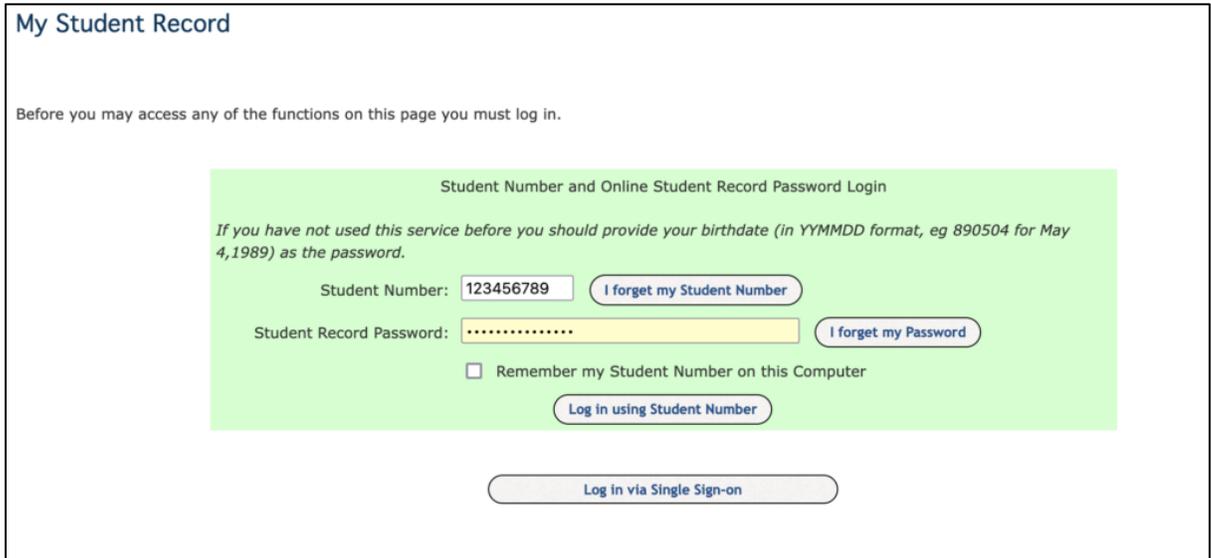


Fill out award and bursary profile

NOTE: A video version of this handout is available at:

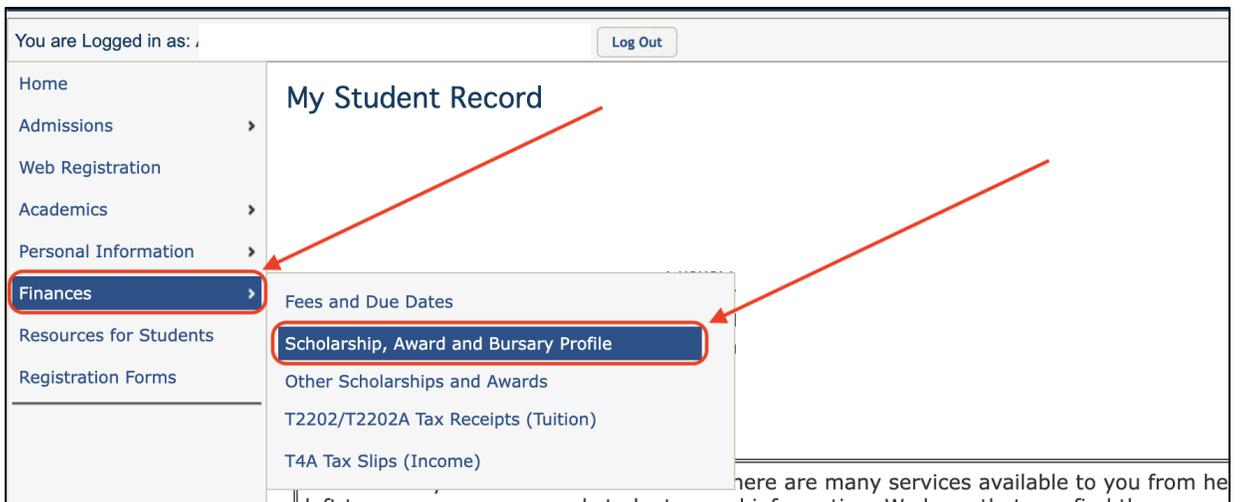
<https://viu.video.yuja.com/V/Video?v=1152332&node=6397014&a=129110642>

1. First step to is to log into the [student record website](#)



The screenshot shows the 'My Student Record' login page. At the top, it says 'My Student Record' and 'Before you may access any of the functions on this page you must log in.' Below this is a green box titled 'Student Number and Online Student Record Password Login'. Inside the green box, there is a message: 'If you have not used this service before you should provide your birthdate (in YYYYMMDD format, eg 890504 for May 4, 1989) as the password.' There are two input fields: 'Student Number:' with the value '123456789' and 'Student Record Password:' with a masked password '.....'. There are two buttons: 'I forget my Student Number' and 'I forget my Password'. Below the password field is a checkbox labeled 'Remember my Student Number on this Computer' and a 'Log in using Student Number' button. Below the green box is a 'Log in via Single Sign-on' button.

2. Put in your student number and student record password, then click on “Log in using Student Number”
3. Once you are in the student record next step is to get to the Award and Bursary profile
4. From the navigation menu on the left hand side select “Finances” and then click on “Scholarship, Award and Bursary Profile”



The screenshot shows the 'My Student Record' dashboard. At the top, it says 'You are Logged in as: .' and 'Log Out'. Below this is a navigation menu on the left with the following items: Home, Admissions, Web Registration, Academics, Personal Information, Finances, Resources for Students, and Registration Forms. The 'Finances' item is highlighted with a red box. A dropdown menu is open for 'Finances', showing the following items: Fees and Due Dates, Scholarship, Award and Bursary Profile, Other Scholarships and Awards, T2202/T2202A Tax Receipts (Tuition), and T4A Tax Slips (Income). The 'Scholarship, Award and Bursary Profile' item is highlighted with a red box. Two red arrows point from the 'Scholarship, Award and Bursary Profile' item in the dropdown menu to the 'My Student Record' title and the 'Scholarship, Award and Bursary Profile' item in the dropdown menu.

5. Once you are in the profile, make sure to read the important information in red and make sure to check the deadlines, then scroll down

Name:
Student ID:
Gender:
Phone Number:
Email:

Mailing Address:

Cummulative GPA:

APPLYING FOR SCHOLARSHIPS, AWARDS & BURSARIES

Information provided on this application must be for the **CURRENT ACADEMIC YEAR**. Note that all information submitted on the profile will be **CLEARED OUT** after the March 30th deadline and you must **RE-APPLY EACH ACADEMIC YEAR**.

Completion of any section of this form is optional, however some scholarships, awards, and bursaries have specific eligibility requirements, and you will only be considered for those for which you have provided sufficient information.

ALL uploaded documents must be in JPEG, PDF, or WORD formats only - no other formats are compatible.

Keep your file names short and concise. Extra commas, dashes, spaces etc. may result in the document not opening, therefore not being considered.

IMPORTANT FOR MAC USERS: Documents created on a MAC computer are not compatible with the on-line profile and WILL NOT OPEN. Before uploading your documents, ensure they can be opened using a standard Windows computer.

Scroll down



Questions about scholarships, awards, and bursaries should be directed to FinancialAidInfo@viu.ca

DEADLINES FOR SCHOLARSHIPS, AWARDS, and BURSARIES

** DEADLINES TO SUBMIT PROFILE **

- Midnight, October 30th
- Midnight, March 30th

Check deadlines



If you have submitted your profile for October 30th, and have no changes or updates to make, you do not need to re-submit for March 30th. Your profile will automatically be brought forward for consideration.

Start filling!

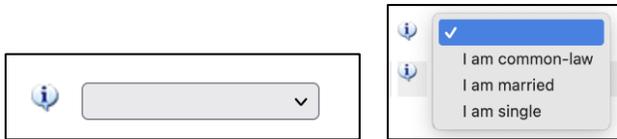


SECTION 1 - PERSONAL INFORMATION

Tell us a bit more about yourself:

Marital status		<input type="text"/>
Parental status		<input type="text"/>
If you are a parent, do you have a child under the age of 15?		
		<input type="text"/>
Is your permanent residence on Vancouver Island, or any of the Gulf Islands?		
		<input type="text"/>
If YES, select one of the following:		
		<input type="text"/>
If NO, select one of the following:		
		<input type="text"/>
Indicate the length of time at your permanent residence.		
		<input type="text"/>
If at any time, you have lived in a remote community, specify when and where.		
		<input type="text"/>
Indicate your residency status in Canada.		
		<input type="text"/>
If you selected Permanent Resident or Refugee, indicate the year of your arrival into Canada.		
		<input type="text"/>
Check this box if you have a documented permanent disability and are registered with VIU Accessibility Services.		
		<input type="checkbox"/>
Check this box if you identify yourself as a member of the 2SLGBTQIA+ community.		
		<input type="checkbox"/>

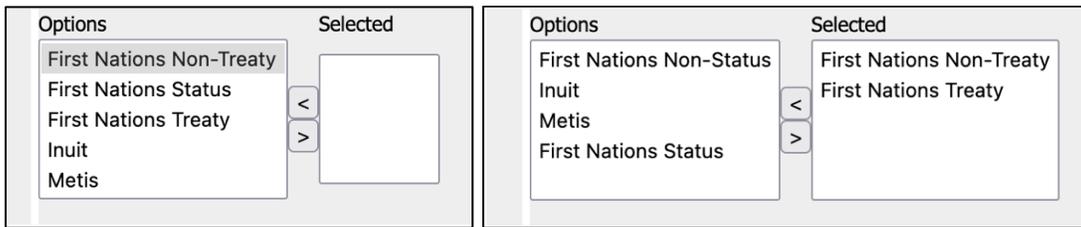
- Any form input that looks like this is a dropdown where you must click and select an option



7. Any form input that looks like this requires you to type in information



8. Any form input that looks like this requires you to select all that apply to you and one by one click on ">" to move it to the "Selected" section



- If a selection is made by accident, it can be reversed by selecting it and then clicking on "<" to move it back to the "Options" section

9. Once you have filled the form you need to scroll to the bottom and accept the "Student Declaration" and then click "Save Profile"

STUDENT DECLARATION

I have read and accept the above information. (Box **MUST** be checked to be considered for any scholarships, awards or bursaries)

I consent to Vancouver Island University verifying information in my student record and student loan (if applicable) to determine eligibility. (Box **MUST** be checked to be considered for any scholarships, awards or bursaries)

If selected for a scholarship, award, or bursary, I understand that my name and program information will be provided to the donor.

I understand that Vancouver Island University may contact me for possible donor meetings.

I understand that Vancouver Island University may contact me for consent to use my name and image for promotional purposes.

By completing and submitting your on-line award profile, you confirm that all information submitted is declared to be true and correct.

By clicking the "Save Profile" button, you are also submitting your profile for the current deadline.

You may still update your profile as many times as needed before the two deadline dates of MIDNIGHT, October 30th and MIDNIGHT, March 30th. The final submission is what will be used for selection consideration.

NOTE: The profile will be closed for entry after the March deadline, and all information within the profile will be CLEARED OUT. REMEMBER TO COMPLETE YOUR PROFILE AGAIN WHEN IT RE-OPENS IN SEPTEMBER.

NOTE: You can edit and save the profile as many times as required till the deadline date.