Fill out award and bursary profile

NOTE: A video version of this handout is available at:
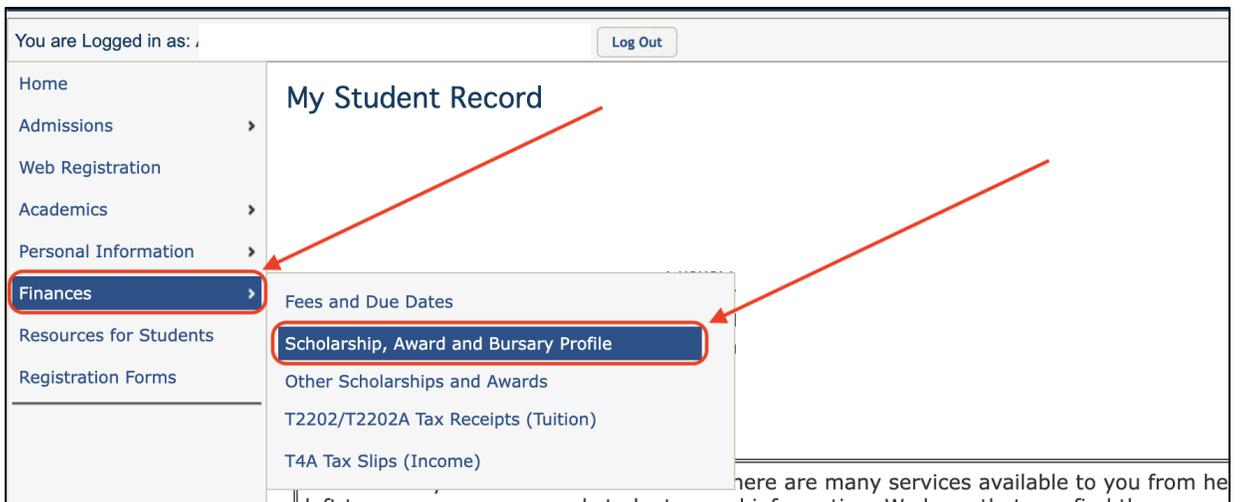https://viu.video.yuja.com/V/Video?v=1152332&node=6397014&a=129110642

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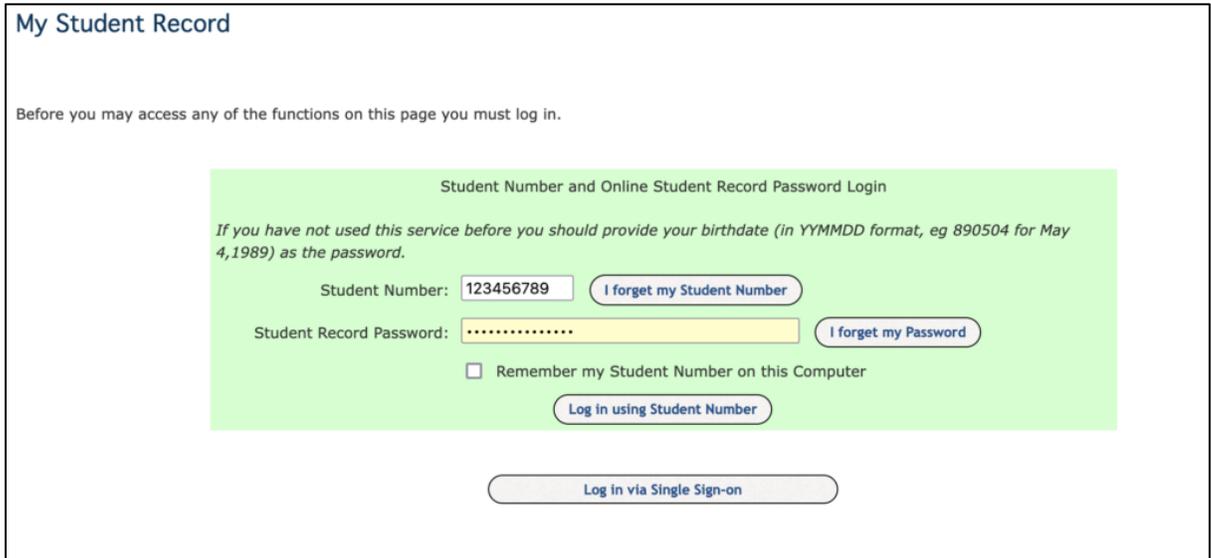
2. Put in your student number and student record password, then click on "Log in using Student Number"
3. Once you are in the student record next step is to get to the Award and Bursary profile
4. From the navigation menu on the left hand side select "Finances" and then click on "Scholarship, Award and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

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

VIU Scholarship/Award/Bursary Application Profile

VANCOUVER ISLAND UNIVERSITY
Enjoy the journey.

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

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DEADLINES FOR SCHOLARSHIPS, AWARDS, and BURSARIES

** DEADLINES TO SUBMIT PROFILE **

  - Midnight, October 30th   ⬅ **Check deadlines**

  - Midnight, March 30th

Start filling!

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.

SECTION 1 - PERSONAL INFORMATION

Tell us a bit more about yourself:

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

6. Any form input that looks like this is a dropdown where you must click and select an option
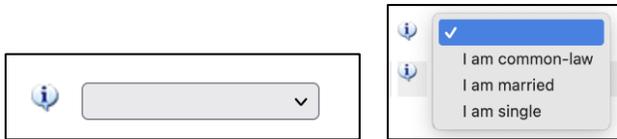
7. Any form input that looks like this requires you to type in information

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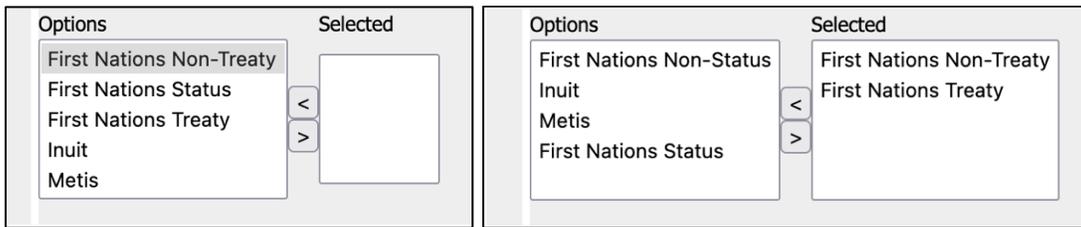
- If a selection is made by accident, it can be reversed by selecting it and then clicking on "<" to move it back to the "Options" section

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.

Save Profile

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