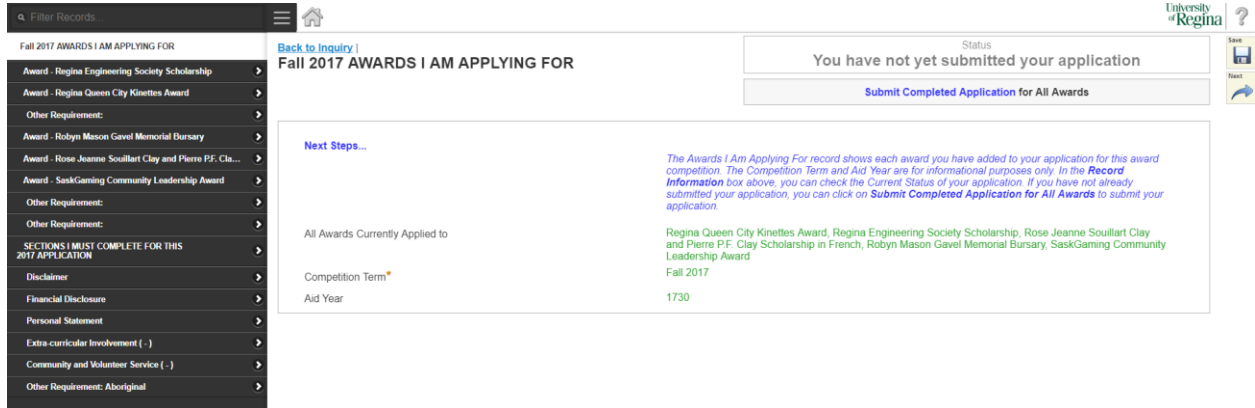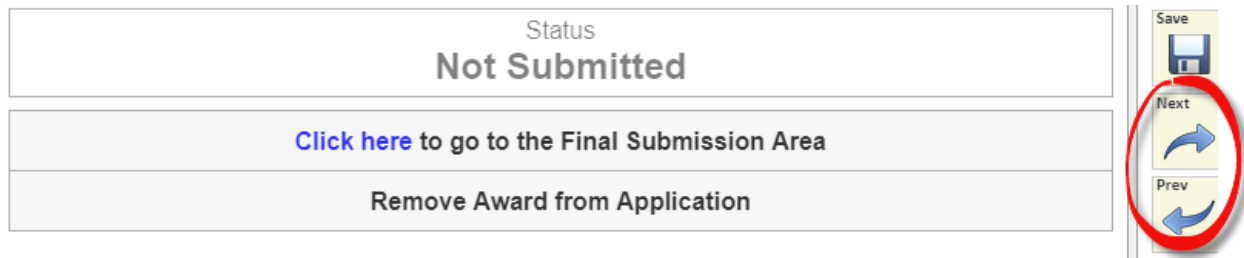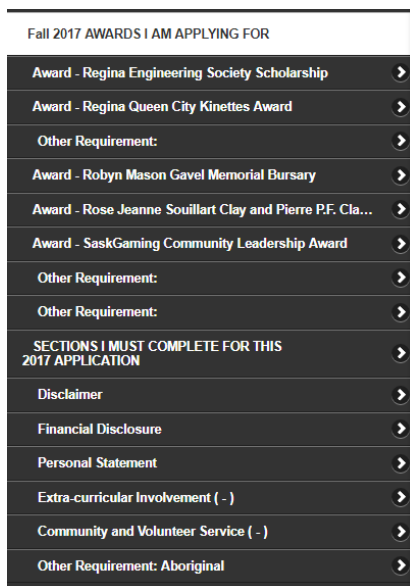# How to Fill out your Award Application

This is what you will see when working on your application. You will be asked to provide important information and upload supporting documents based on the awards you are applying for.

You can navigate through the pages using the next and back buttons at the top right of each screen to make sure you don't miss anything.


You can also jump between pieces of the application using the menu on the left hand side.

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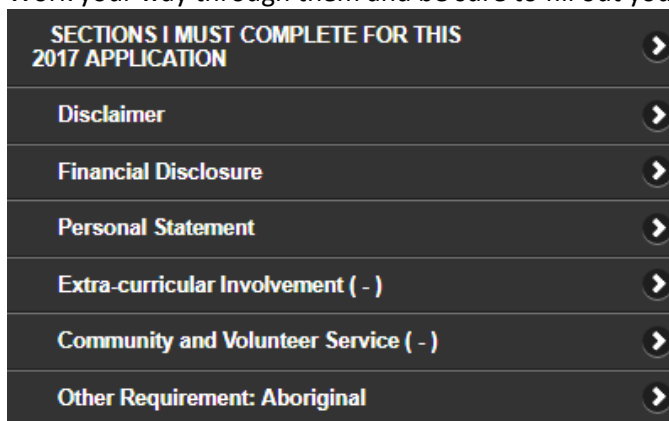safe@uregina.ca
Ph: 306-585-4591

In this menu there will be comprehensive list of all of the awards you have selected for inclusion on this application. You are only able to submit one application per deadline so be sure all of the awards you want to apply for are included!

Below some awards you will see *Other Requirement:-* Be sure to answer the questions in these sections with "Yes" or "No" and enter any extra requested information or upload any documents you are prompted to include.
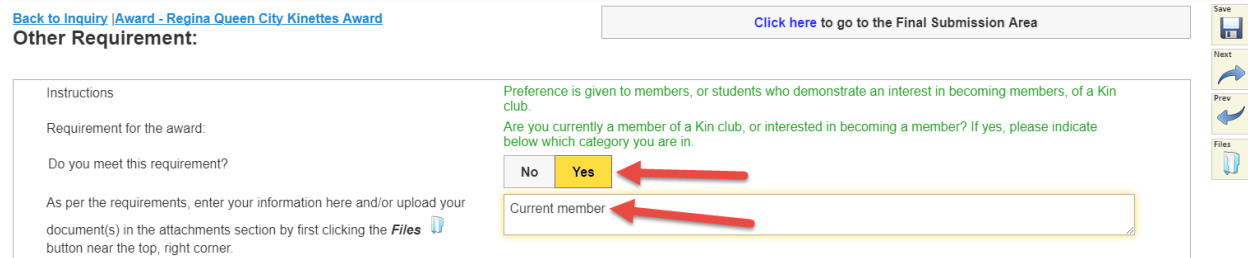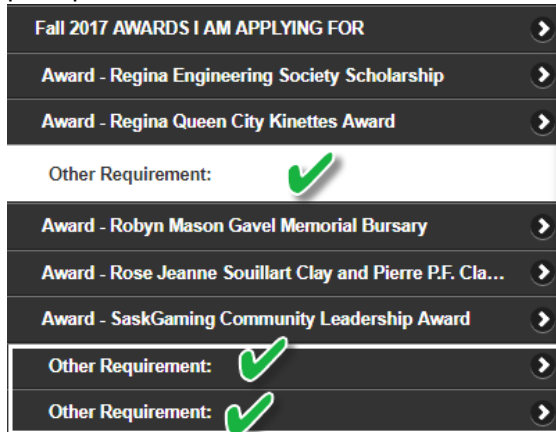
For example, you may be asked to upload your student loan correspondence from the government. Use the *Files* box (shown above at the right) to complete this.

fter the list of awards you plan to apply for in the tree menu, there is a branch called *Sections I Must Complete for this xxxx Application.* The submenus within this branch show the various sections of the application that you must complete to satisfy the requirements for the awards you are applying for. Work your way through them and be sure to fill out your information accurately.

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Disclaimer: Read through this disclaimer page thoroughly. It includes important privacy information. Respond to the two questions at the bottom of the page accurately. If you are currently working on the completion of two separate degrees, please ensure that you have provided information on the secondary program in the *My Current Program Information* area at the top of the menu on the left and that you have notified the University of Regina so that your student record reflects what you are doing.

Financial Disclosure: Some awards are awarded based on the criteria of financial need. If you apply for any of these awards you will be asked to fill out a financial disclosure. Fill in the information to the best of your knowledge. Your *Cost of Course Load* and *Living Allowance Total for 4 months* will be automatically calculated based on the information you include. In the *Other Expenses*, this is for special expenses that most students don't encounter. Examples might include International tuition fees, special medications or equipment not covered under the medical plan, etc. Most students will not include anything in this space.

Personal Statement: Be sure to read the criteria of the awards you are applying for closely before writing your statement. You want to convey to the selection committee why you are the best candidate for these scholarships, bursaries and/or awards. You can upload your statement using the "Files" box at the top right once again. Only **one personal statement** will be accepted **for all the awards** you are applying for.

Extra-Curricular Involvement: Fill in the information for each on-campus (in school) extra-curricular event, group, or club you are involved with. You can add additional activities by using the "Add Extracurricular Involvement" button in the top right corner.

Community and Volunteer Service: You can fill out the community and volunteer service section similar to the extra-curricular section. This section is meant for activities you are involved in off-campus (outside of school). Again, feel free to add multiple activities as long as they support your application.


Other Requirement(s): At the bottom of the sections branch you may find *Other Requirement*. These requirements are tied to specific awards that you have applied for. They will vary and there may be none, one, or more than one. Simply read the requirement and respond "Yes" if you meet that particular requirement or preference and "No" if you don't. Add information to the additional details box, if required.

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Once you have filled in all of the required information and attached all of your supporting documents you can go to the *Final Submission Area* using the link in the top right corner on any of the pages in the *Sections I Must Complete for this xxxx Application*.
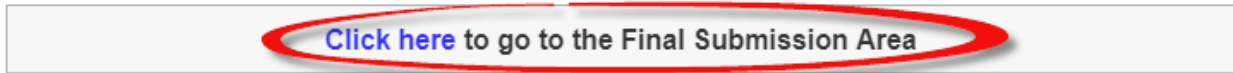
Be sure to review all of the information you have provided and ensure all of your attachments have successfully uploaded. Once you submit your application you will be unable to change or add anything so a thorough review is important.

When you are comfortable with your application you can click *Submit Completed Application for All Awards* in the top right hand corner.

You have now submitted your application for the current deadline. If for some reason you need access to your application prior to the deadline you can contact the Student Awards and Financial Aid office.

Any reference letters that need to accompany your application must be sent directly to the Student Awards and Financial Aid office from the reference in a sealed envelope, by fax or by email from the individual providing the reference.

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