



This form must be completed and emailed to jkleinin@ualberta.ca before the IUSB application deadline: **July 20, 2018**. You must also provide the following:

- Complete the IUSB online application form (see <https://www.ualberta.ca/international-student-services/services-support-guide/bursaries-loans/international-undergraduate-student-bursary>)
- Email the supporting documents (see Document Checklist below) to jkleinin@ualberta.ca

Last Name:	
First Name:	
Student ID#:	

BUDGET for September 2018 to April 2019

(or September 2018 to December 2018, if you expect to finish your study at the end of Fall 2018)

Income (monthly)	Amount (\$CDN)	Expenses (monthly)	Amount (\$CDN)
Assistance from Parents	\$	Rent/Mortgage	\$
Spouse Net Income	\$	Utilities	\$
Employment on campus	\$	Phone/Cable/Internet	\$
Employment off campus	\$	Food	\$
Self-employed funds	\$	Clothing	\$
Other Income (specify)	\$	Transportation	\$
	\$	Medical	\$
	\$	Dental	\$
	\$	Child Care	\$
	\$	Credit Card Minimum Payment	\$
	\$	Student Line of Credit Payment	\$
	\$	Others (specify)	\$
TOTAL MONTHLY INCOME	\$	TOTAL MONTHLY EXPENSES	\$

Income (yearly)	Amount (\$CDN)	Expenses (yearly)	Amount (\$CDN)
Total Monthly Income x _____ months (self)	\$	Total Monthly Expenses x _____ months	\$
Savings (current)	\$	Tuition and Fees	\$
Investments	\$	Books and Supplies	\$
Awards/Bursaries/Scholarships	\$	Immigration documents	\$
Supplementary Bursary funding Date awarded:	\$	Medical/dental emergency	\$
Parent(s) Assistance	\$	Other one-time expenses (e.g. wedding, legal, funeral, airfare - please specify).	\$
TOTAL ACADEMIC YEAR INCOME (A)	\$	TOTAL ACADEMIC YEAR EXPENSES (B)	\$

TOTAL SHORTFALL	Total Income (A) - Total Expenses (B) = \$ _____	*Note: Income & expenses may be adjusted at the interview
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DECLARATION

Please read, print, and sign the following using ink.

I declare that:

- I have read and understood the IUSB program general information and selection criteria.
- The information provided on this application and all attachments is true. I understand that all the information provided is subject to verification.

I agree to:

- Notify the International Student Services office in writing if I changed my address or contact information, financial or academic status, or study period.

I understand that:

I may be denied financial assistance if:

- I am not currently a University of Alberta undergraduate student
- I make a false or misleading statement in this application
- I do not comply with a request from the International Student Services Office to provide information or documents to verify information in this application
- I have already been awarded an International Undergraduate Student Bursary

I consent to:

- The release and exchange of financial or personal information and related documents to the University of Alberta for verification
- The disclosure of my aggregate information to the University for use in research, statistical analysis, program evaluations and fundraising.

I understand that if this declaration is not signed, my International Undergraduate Student Bursary application cannot be considered for funding.

Applicant's digital signature (online): _____ **Date:** _____

Applicant's signature at interview: _____ **Date:** _____

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection Privacy (FOIPP) Act. The personal information will be used for bursary eligibility assessment purposes and the aggregate data will be used for evaluation and statistical summaries. The University of Alberta may directly contact Revenue Canada, other federal departments, provincial or municipal departments, employers, financial & educational institutions without your consent, when necessary, to determine and verify your eligibility for the International Undergraduate Student Bursary. Provisions of the FOIPP Act protect all information collected by the University of Alberta. If you have any questions about the collection, use or disclosure of your personal information, contact the International Student Services Office at 780-492-2692.

DOCUMENT CHECKLIST

The documents you need to provide are detailed below.

- Copies of all documents required for your situation must be provided.
- All documents in a language other than English must be translated. Please provide both a copy of the original document and a translation in English. (Translations and other documents do not need to be notarized).
- Multiple documents that relate the one number on the checklist must be combined into one file.
- Label each document accordingly:
 - last name_first name_2budgetdocchecklist
 - last name_first name_3letterA
 - last name_first name_4letterB, etc.

1. Completed 2018 International Undergraduate Student Bursary online application form

Supporting Documents:

2. IUSB Budget, Declaration, and Document Checklist (including financial statements and receipts)
3. Letter of support A* (see following page)
4. Letter of support B** (see following page)
5. Tuition payment plan for the duration of studies
6. Supporting documentation that demonstrates extenuating circumstances (e.g. medical receipts, death certificate, etc.)
7. Record of your employment including your income and hours worked per month (e.g. most recent pay slip)
8. Documentation that demonstrates the level of parental contribution
9. Any other relevant documentation proving your emergency circumstance(s)
10. Advanced registration verification (Verification Letter for Fall 2018 registration)
11. BearTracks printout of awards and tuition fees for 2018/2019 academic year
12. Copy of your current University of Alberta student ID card (ONECard)
13. Statement of proof of funds used to satisfy Canadian immigration officials in obtaining your original Study Permit
14. Copy of your Study Permit
15. Declaration signed and dated by the applicant
- Optional:** A copy of identification for each family member living with you in Canada for whom you are responsible.

***Letter of support A: Reasons for needing funding (mandatory).**

Please answer the following questions in your letter:

1. What was your original plan for paying for your education and living expenses?
2. What proof of funds did you use to satisfy the Canadian immigration officials in obtaining your original Study Permit? (submit copies of your proof of funds documents, including, bank statements, letters from funders, and letters from parents).
- 3. Has your original plan to pay for your education changed? If yes, explain changes in detail.**
4. How will this bursary assist you?
5. What are the implications of not getting this bursary for you?
6. What other information would you like to consider as part of this application?

****Letter of support B: Steps undertaken to resolve the issue (mandatory)**

Please answer the following questions in your letter:

1. What personal measures have you taken to meet your financial needs? (including work, scholarships, fellowships, bursaries, charitable donations, grants, and loans).
- 2. What personal measures have your family taken to meet your financial needs, for example, selling of personal assets, and borrowing loans?**
- 3. What are your plans or options you will pursue to meet your shortfall this current year?**
- 4. Do you anticipate having another shortfall before you complete your studies?**

FOR OFFICE USE ONLY

Student ID#: _____

Student Name: _____

Interview Date: _____

Recommended bursary amount: \$ _____

Date issued (MM/DD/YYYY): _____

Amount issued \$ _____