University of Saskatchewan

GRADUATE STUDENTS' ASSOCIATION

Bursary Application Checklist

This checklist outlines what is required for the GSA's Bursary application. Please ensure you are submitting your application as per the instructions. Your bursary application will only be considered if the following items are included:

- ☐ Copy of Tuition for the Applicable Term (Fall, Winter or Spring/Summer).
  - o To find this screen, go to PAWS → Academics → Tuition & Fees → Account Summary by Term → Applicable Term → Submit
  - o Right click on the page and select 'Print Page'
  - o Please ensure your name / student number are visible on the 'printed' page.
- ☐ A copy of your up-to-date unofficial transcripts.
  - o To find this screen in PAWS, go to My Records → Proof of Grades → Unofficial Academic Transcript;
  - o Under 'Transcript Level' select 'Graduate Studies Level';
  - o Under 'Transcript Type' select 'Unofficial' and click 'Submit';
  - o In the upper right-hand corner, click the 'Print' icon.

If you have exhausted your program funding, you will also be required to submit:

- ☐ A Letter of Support from your supervisor, or a faculty member in your department which lists your previous funding sources, describes efforts to acquire additional funding, and explains any extenuating circumstances associated with delayed completion of your program (if applicable). The reference letter must be on institutional letterhead.

You do not need to submit a letter of support if you have not exhausted your program funding.

No one needs to submit cover letters.

Additional information requested in Bursary application web-form:

- o Student Number and NSID
- o Contact Information
- o Academic Average that can be calculated using this tool
- o Income Information (e.g., estimated annual scholarship income, employment income, government subsidies)
- o Dependent-withholding information as used in SKTD1 filing
- o Details regarding your recent volunteering activities and extracurricular involvement

Omission of information may disqualify or affect the competitiveness of your application. ***Please note that information included in bursary applications will be kept strictly confidential and all information will be destroyed following evaluation.***