

Tips for Completing UNBC Online Award Applications

Section 1: Personal Information

Areas that have red asterisks must be completed. For the question: *number of dependent family members*, this refers to children under your care (you can also include an adult family member if you are caring for them). Once completed, click on the *Save Section* button.

Section 2: Questions and Responses

Many award applications are similar with a variety of questions to answer. It is up to you if you want to use bullets or paragraphs to answer. Try to put new information in each question. Once done click on the *Save Section* button.

FIRST! Copy and paste your answers into an MS Word document. This will allow you to copy your answers into other award applications – saving you time so you won't have to re-write your answers. Save the Word document to update year-to-year for future award applications.

Section 3: Personal Attributes

The *resided in northern BC* questions refer to length of time **prior** to admission to UNBC. Before coming to UNBC were you residing in a northern British Columbia community from 100 Mile House north?

For other questions in this section, if you are unsure of the answer then it probably doesn't apply to you. Leave it unticked.

Section 4: Income/Expense Worksheets

Read the questions carefully. Some ask for dollar amounts at the start of study period, and some want info about during your study period (study period refers to two consecutive semesters). Do not include info about student loan/grants funds.

Section 5: Assets Worksheet

The most common question in this section relates to vehicle ownership. If you are the registered owner of your vehicle, you must complete this section. If you do not have other assets, you can leave those areas blank.



Section 6: Awards to Apply For

When the award descriptions download into the award application:

1. To apply for the most awards possible, do not go by *Your Program?* column, and do not click on the *List only Awards Associated with My Program* button. If you go by these it may restrict the awards listed and not show you ones that are open to all Programs.
2. Review the *Criteria* section. If you feel it applies to you, change the Apply column area to Yes.
NOTE: To view the definitions that are used within award descriptions, visit www.unbc.ca/financial-aid. Select Undergraduate Awards (for Bachelor's degree students), or Graduate Awards (for Master's & PhD students). Scroll to or click on the Definitions button.
3. Confirm if Additional Supporting Documents are required.
Look at the *Application Instruction or Note* area within the award's description.

Types of Additional Supporting Documents could be:

- Reference letters must be emailed directly by the referee to awards@unbc.ca.
- Other additional supporting documents* can be emailed by you to awards@unbc.ca.

*Potential items that support award applications include proof of belonging to a specific organization, short essay, resume, write-up regarding a specific award item.

Awards and Financial Aid (AFA) will keep additional documents on file for one year. Submit new documents for every Annual Awards Competition. A maximum of four referees can submit a reference letter.

If more than one award requires the same type of additional supporting document, AFA will match what has been submitted to multiple awards. For example, if more than one award requires a reference letter, the referee submits it once and we will match it to any awards that require a reference letter.

And finally....

- You do not have to complete the application all at once. Work on it as you need until the award competition deadline date.
- If you wait until the day of the application deadline, there may be unexpected internet/website issues. **It is highly recommended to submit your online award applications at least one week before the deadline.**
- To save the award application, complete the mandatory questions, then click the *Save Section* button all the way through.
- The last page prior to it being submitted is the one that reminds you of the deadline to submit Additional Supporting Documents. Once completed, it should take you back to the menu, where under the *Select to Access* column, it states a *Completed On Date*.
- To revise your application, click on the Completed On Date button and it will allow you to change it up to midnight on the application deadline (don't wait that late!!). For changes/revisions to save, ensure you follow the same Save Section process.

