

TIPS for Completing UNBC Online Award Applications:

1. Since the UNBC online award applications are similar, on the 1st page there are fields for you to fill out re: Volunteer Activities, Leadership Skills, etc.. You can copy and paste your answers into an MS Word document, then when you go to do other online award applications you can copy and paste your answers into it. It will save you some time trying to remember what you put in there and having to type it all out again. Plus, you can save the MS Word document and then just update it from year to year for future online award applications.

2. When you fill in the Income & Assets areas for awards based on financial need (2nd and 3rd page of the online award application), the period of study in most questions is from September to April – ensure you read each question carefully though). Your answers to these questions will be your best guess. It is okay if the question doesn't apply to you... if so leave it blank or you can put a "0" zero in.

3. When the award descriptions download into the online award application, go through each one looking:

a) First at the "Eligibility" and "Criteria" sections. If you feel it applies to you, change the "Select" column area to "Yes".

b) Then look to the right of the award description to see if there are any Additional Supporting Documents required.

- If there is a "yes" in that column it means there is something in addition that needs to be submitted for that award. Look at the "Application Instruction" or "Note" area within the award's description to find out what it is.

Types of Additional Supporting Documents could be the following:

I) **Reference letters must be emailed directly by the referee to awards@unbc.ca.

II) Other additional supporting documents can be emailed by you to awards@unbc.ca .

Awards & Financial Aid (AFA) Unit will keep additional documents on file for one year. For every main Annual UNBC Awards Competition you should have new additional documents submitted. Maximum of four (4) referees can submit a reference letter. (**For more info on the who, what & how for reference letters see the bottom of this page.)

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

4. You do not have to complete the application all at once. You can continue to go back in and update it up to the award competition deadline date.

CAUTION: Remember if you wait until the day of the deadline, there can be unexpected internet/website issues. It is highly recommended to do your online award applications at least one week before the deadline.

In order to submit the online application, you can go through it once quickly. To do so, complete the mandatory questions on the 1st page, then click the "Continue" button all the way through. When you get to the 2nd to last page where the "Declaration" is, you will need to state "Yes" after reading the declaration (this will happen each time you update/revise the application).

Then click continue. The last page prior to it being submitted is the one that reminds you of the Deadline for Additional Documents to be submitted. Click "continue" past that and it should take you back to the menu, where the "Apply" link will change to a "Completed On Date".

To revise/update your application, click on the "Completed On Date" link and it will let you back in up to midnight on the application deadline (don't wait that late though). In order for changes/revisions to save, ensure you follow the same "continue" process past the last page where it reminds you of the Additional Documents deadline... each time it should change the "Completed On Date" to your last revision date.

5. If you would like to view the “definitions” that we use within award descriptions, go to the side menu via www.unbc.ca/financial-aid and click on either the “Undergraduate Awards” button (for Bachelor’s degree students), or the “Graduate Awards” (for Master’s & PhD students). Scroll to or click on the “Definitions” button.

The definitions will give you info regarding things like “Who is considered a Resident of Northern BC?”, “What is the difference between Satisfactory Academic Standing & Academic Excellence?”, etc..

6. If you have any questions, contact UNBC Awards & Financial Aid via awards@unbc.ca 

****REFERENCE LETTERS – The Who, What & How**

Normally reference letters should be 1 page in length, and in MS Word or PDF version. The referee should write about your academic, leadership, and/or volunteer abilities. Depending on the referee of course, they may only be able to speak to one or two of the above abilities.

A minimum of two (2) referees should submit a reference letter. The maximum is up to four (4). You could have one reference letter from an instructor, one from a volunteer organization supervisor, and one from a work supervisor (or a combination).

The person would normally write a glowing letter which speaks to your contributions in the classroom/academics/student society/school, and/or in the community/work.

Referees should send their letter directly to UNBC Awards & Financial Aid (AFA) Unit via awards@unbc.ca on/before the UNBC Award Application & Supporting Documents deadline (for 2022 – April 1st/22).

References sent for the main Annual UNBC Awards Competition (Oct 15th to Apr 1st), can also be used for the Fall UNBC Awards Competition (will open Sep 15th and close on Oct 14th).

Referees submit their letter once, and then AFA Unit will match it to any awards within the award competitions that require it.

NOTE: New reference letters are required for every main Annual UNBC Awards Competition as they are kept on file for only one year.

Updated by: B. Haffner (Mar 8/22)