TPS application processing time: 3 – 5 business days (may vary with peak seasons).
Students are responsible for submitting the Sponsorship Letter and Application Form by Service Request to set up a Third-Party Sponsorship (TPS). Full instructions, terms, and conditions are available here.

Awards, Scholarships or Bursaries issued by external agencies are not considered Third Party Sponsorships. Additional information on external awards is available here.

1. Log into MyUofC portal

2. Go to the My Service Request page and click on the Create New Request link.
3. Select the “Enrolment Services” Request Category, then select Next.

4. Select the “My Financials” Request Type, then select Next.

5. Select the “Third Party Sponsorship Application” Request Subtype, then select Next.
6. **Read all the instructions** of the application and scroll down to view the form and comment box.
7. Click on “Open Link” to access the required form for the Service Request.

![Image of form](image)

8. **Select OK** to generate form.

![Image of confirm](image)

9. **Complete form in full**, using your Sponsorship Letter as reference. At the bottom, select **Complete Form** once finished.

![Image of complete form](image)

10. Select **Yes** to submit the form.

![Image of submit](image)

11. Select **OK** to confirm.
12. If there is any additional information that may be relevant to your request, please include it in the Comment Box (1). Use Add Attachment (2) link to submit your Sponsorship Letter. Finally, select Submit (3) to finalize your Service Request.

All future updates about the sponsorship will be communicated through the Service Request. End of Procedure. For further questions, please contact Enrolment Services.