

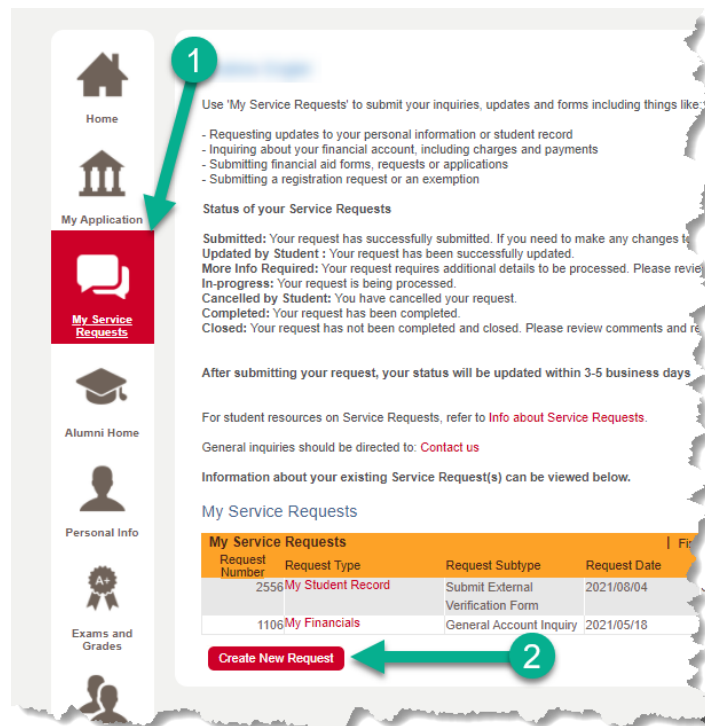
If your tuition and fees are being paid in whole by a third party with minimal exclusions, follow the steps below to apply for a Third Party Sponsorship. Please note that individuals, parents, and other relatives are not eligible to act as sponsors. Students are responsible for submitting the **Sponsorship Letter** and Application Form by Service Request to set up a Third Party Sponsorship. Full instructions, terms, and conditions are available on our website [here](#). Please contact [Enrolment Services](#) for further assistance.

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. After logging into the MyUofC portal, you can submit a Service Request (SRQ) from "My Service Requests" by selecting **Create a New Request**.



Use 'My Service Requests' to submit your inquiries, updates and forms including things like:

- Requesting updates to your personal information or student record
- Inquiring about your financial account, including charges and payments
- Submitting financial aid forms, requests or applications
- Submitting a registration request or an exemption

Status of your Service Requests

Submitted: Your request has successfully submitted. If you need to make any changes to
Updated by Student: Your request has been successfully updated.
More Info Required: Your request requires additional details to be processed. Please review
In-progress: Your request is being processed.
Cancelled by Student: You have cancelled your request.
Completed: Your request has been completed.
Closed: Your request has not been completed and closed. Please review comments and re

After submitting your request, your status will be updated within 3-5 business days

For student resources on Service Requests, refer to [Info about Service Requests](#).

General inquiries should be directed to: [Contact us](#)

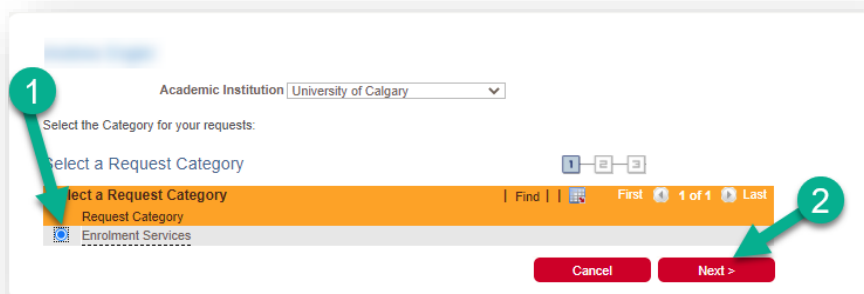
Information about your existing Service Request(s) can be viewed below.

My Service Requests

My Service Requests			
Request Number	Request Type	Request Subtype	Request Date
2556	My Student Record	Submit External Verification Form	2021/08/04
1106	My Financials	General Account Inquiry	2021/05/18

[Create New Request](#)

3. **Select** the 'Enrolment Services' Request Category, then select **Next**.



Academic Institution: University of Calgary

Select the Category for your requests:

Select a Request Category

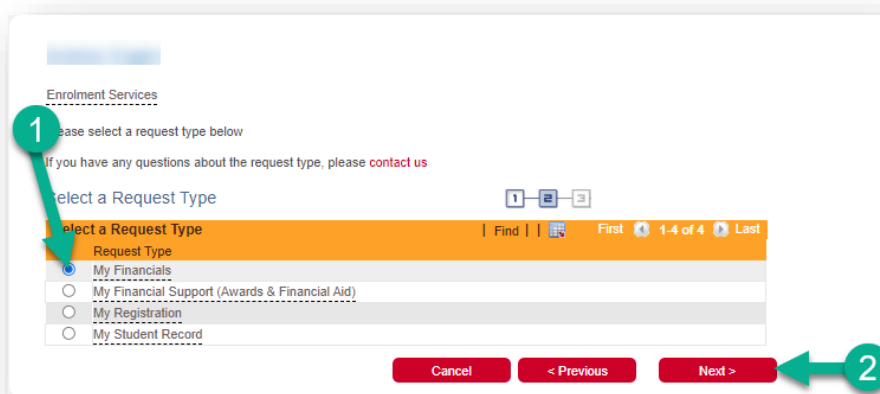
Select a Request Category

Request Category

- Enrolment Services

Cancel Next >

4. **Select** the 'My Financials' Request Type, then select **Next**.



Enrolment Services

Please select a request type below

If you have any questions about the request type, please [contact us](#)

Select a Request Type

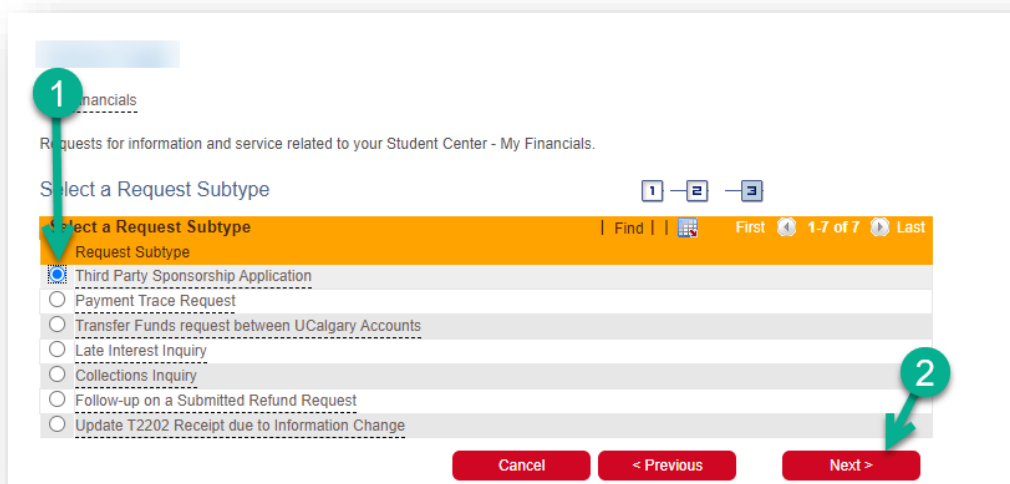
Select a Request Type

Request Type

- My Financials
- My Financial Support (Awards & Financial Aid)
- My Registration
- My Student Record

Cancel < Previous Next >

5. **Select** the 'Apply for Third Party Sponsorship' Request Subtype, then select **Next**.



Financials

Requests for information and service related to your Student Center - My Financials.

Select a Request Subtype

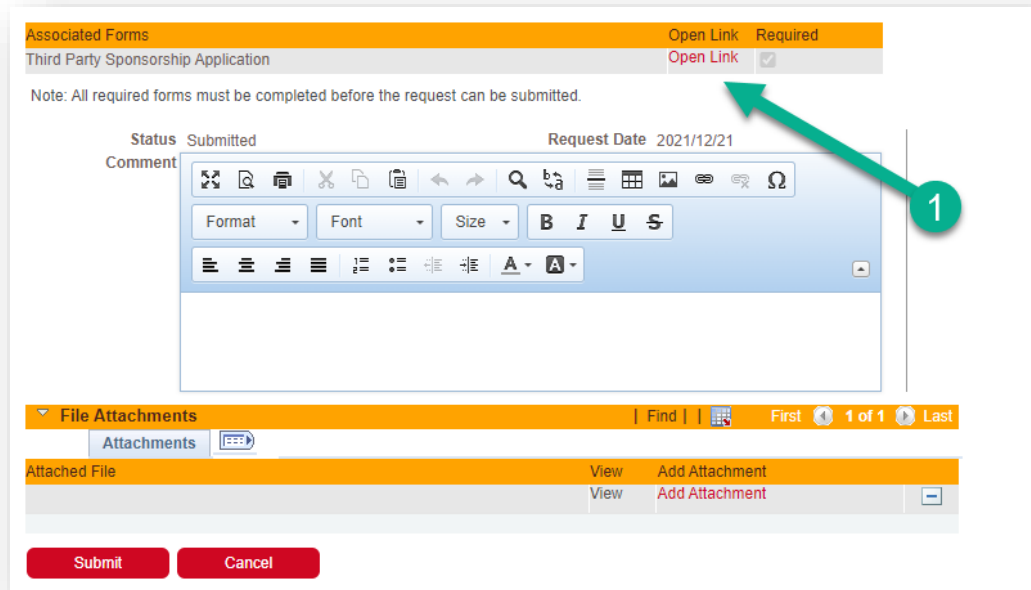
Select a Request Subtype

Request Subtype

- Third Party Sponsorship Application
- Payment Trace Request
- Transfer Funds request between UCalgary Accounts
- Late Interest Inquiry
- Collections Inquiry
- Follow-up on a Submitted Refund Request
- Update T2202 Receipt due to Information Change

Cancel < Previous Next >

6. Review the instructions, then **Select** 'Open Link' to access the required form for this Service Request.



Associated Forms	Open Link	Required
Third Party Sponsorship Application	Open Link	<input checked="" type="checkbox"/>

Note: All required forms must be completed before the request can be submitted.

Status Submitted Request Date 2021/12/21

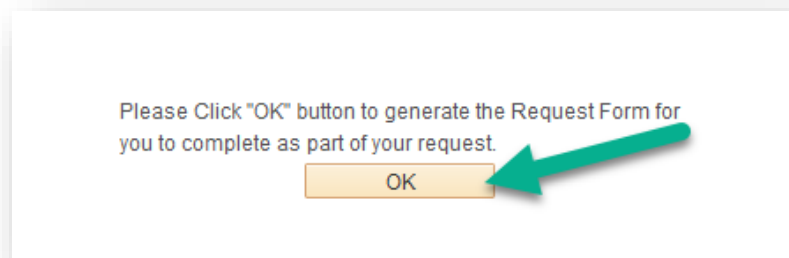
Comment

File Attachments | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

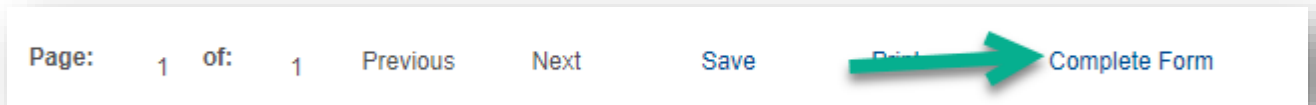
7. Select **OK** to generate the form.



Please Click "OK" button to generate the Request Form for you to complete as part of your request.

OK

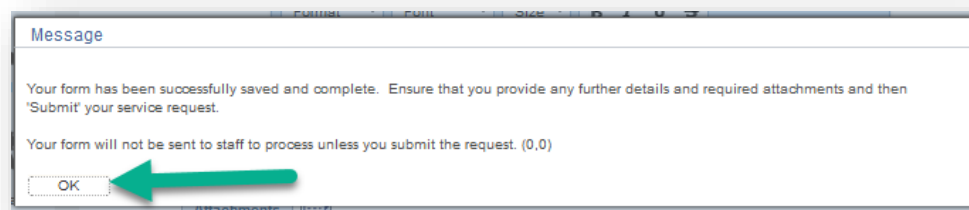
8. Complete the form in full, using the Sponsorship Letter to provide most of the information. Select **Complete Form** once all information has been supplied.



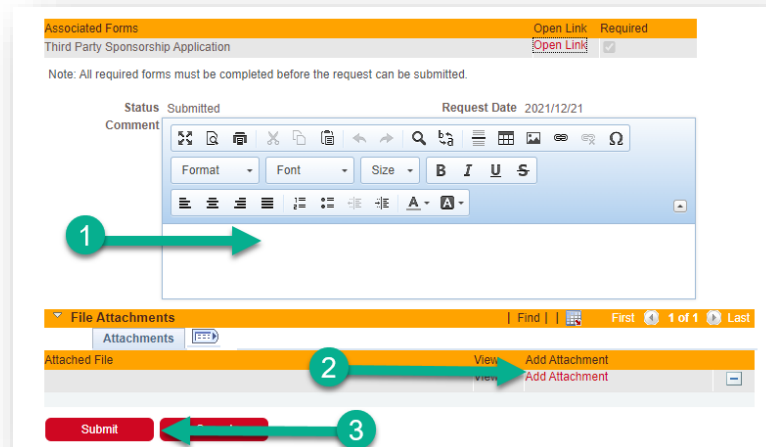
9. Select **Yes** to submit the form. You will still be able to access the form to adjust the information



10. Select **OK** to confirm.



11. If there is any additional information that may be relevant to your request, please include it in the **Comments Box (1)**. **Important:** Submit your Sponsorship letter as provided by your sponsor by selecting **Add Attachment (2)**. This letter is required to process your Third Party Sponsorship. Finally, select **Submit (3)** to finalize your Service Request, to be reviewed by UCalgary Finance.



The screenshot shows a web form for a 'Third Party Sponsorship Application'. At the top, there is a table of 'Associated Forms' with columns for 'Open Link' and 'Required'. Below this is a note: 'Note: All required forms must be completed before the request can be submitted.' The main form area includes a 'Status' field set to 'Submitted' and a 'Request Date' of '2021/12/21'. A 'Comment' box with a rich text editor is present, with a green arrow and the number '1' pointing to it. Below the comment box is a 'File Attachments' section with a search bar and a table of 'Attached File' entries. A green arrow and the number '2' point to the 'Add Attachment' button in the table. At the bottom of the form, a red 'Submit' button is highlighted with a green arrow and the number '3'.

