

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.

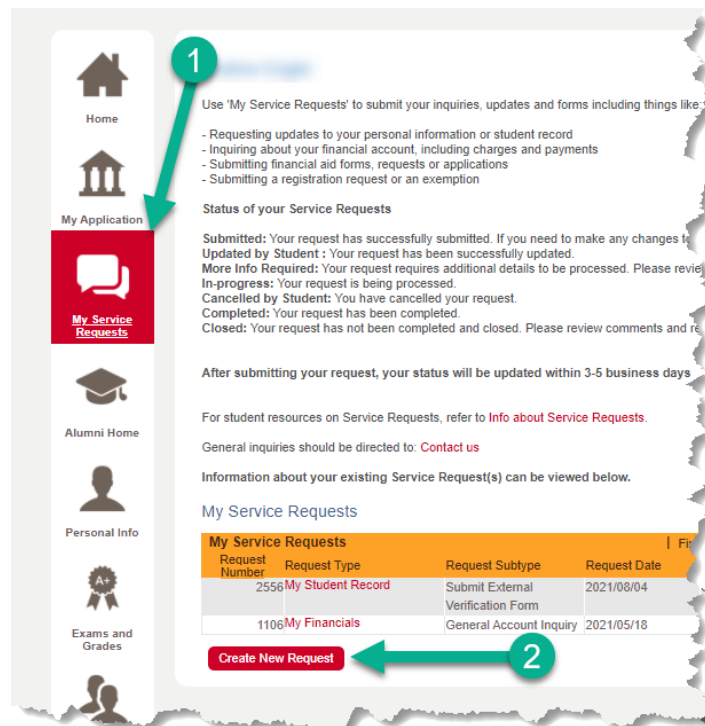
Full instructions, terms, and conditions are available on our website [here](#).

**Note:** Service Requests work best with FireFox as a browser.

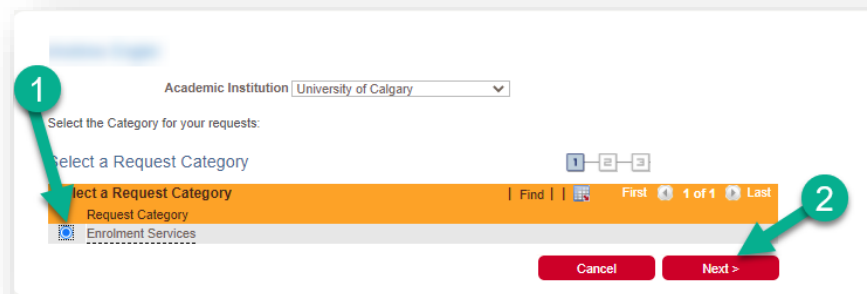
1. Log into MyUofC portal.



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



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

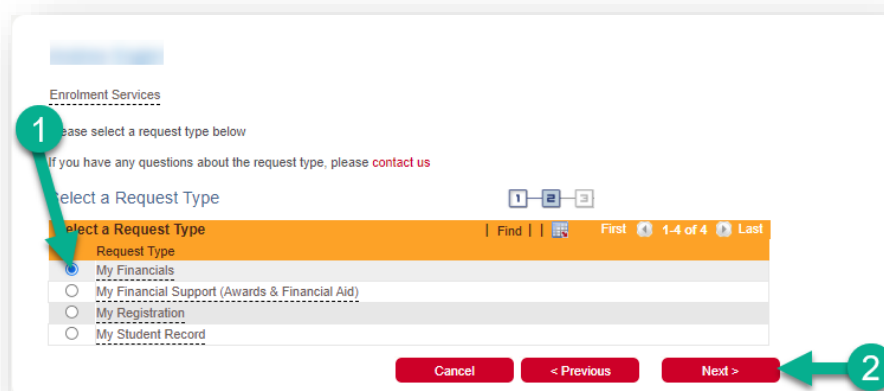
Select a Request Category | Find | First 1 of 1 Last

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 | Find | First 1-4 of 4 Last

Request Type

My Financials

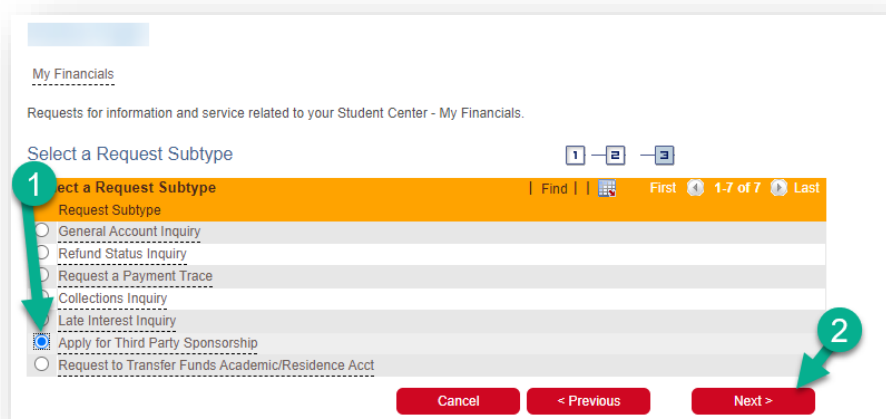
My Financial Support (Awards & Financial Aid)

My Registration

My Student Record

Cancel < Previous Next >

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



My Financials

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

Select a Request Subtype

Select a Request Subtype | Find | First 1-7 of 7 Last

Request Subtype

General Account Inquiry

Refund Status Inquiry

Request a Payment Trace

Collections Inquiry

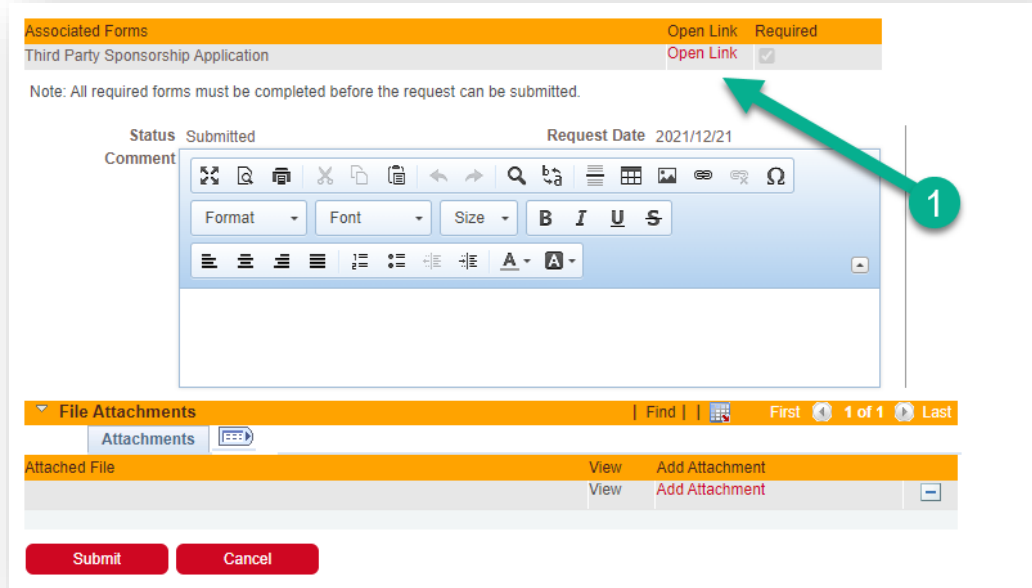
Late Interest Inquiry

Apply for Third Party Sponsorship

Request to Transfer Funds Academic/Residence Acct

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	<a href="#">Open Link</a>	<input checked="" type="checkbox"/>

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

Status Submitted Request Date 2021/12/21

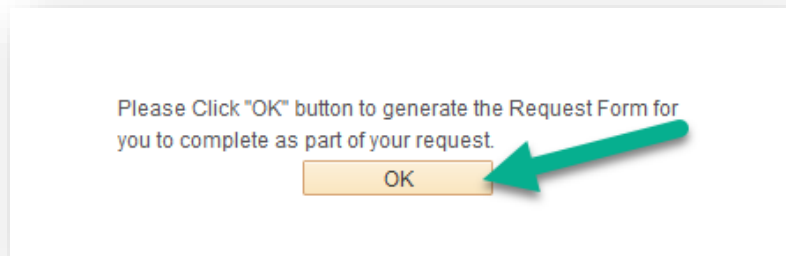
Comment

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

# Fees & Financials

## Third Party Sponsorship



8. First, complete the section of the form requesting the contact information the sponsor has included in the **Sponsorship Letter**:
1. Specify the term that the sponsorship agreement is covering (ex. Winter 2022)
  2. Indicate the full name of the sponsoring organization
  3. Provide an email address for the sponsor for submitting the invoice
  4. Provide a phone number for the sponsor
  5. Provide a mailing address for the sponsor

UNIVERSITY OF CALGARY

ID:

Primary Name:  Preferred Name:

Please "Save" often to remain active so that you will not lose your work. Once you have completed the form use "Complete Form" to validate and mark the form as complete. Questions marked with an "\*" are required and must be filled in.

Once the Form is complete you will be returned to your Service Request.

Note: You must submit the Service Request for your form to be sent to staff to action.

Please complete the following application to be approved for Third Party Sponsorship. Refer to your sponsorship letter for fees being covered by your sponsor, and refer to your account to confirm any fees being charged. Note: The sponsorship application is for one term at a time. You will need to submit a new application for any term in which you are being sponsored.

\* Specify the term you are applying to be covered for Sponsorship (Note: an application is required for each term):  
(This field is limited to 254 characters.)  
1

\* Specify the full name of your Sponsor (refer to your Sponsorship Letter):  
(This field is limited to 254 characters.)  
2

\* Specify an email address UCalgary can use to send your Sponsor the invoice (the invoice will be emailed after the term fee deadline):  
(This field is limited to 254 characters.)  
3

\* Specify a phone number UCalgary can use to contact your Sponsor (refer to your Sponsorship letter):  
(This field is limited to approx. 500 words.)  
4

\* Specify your Sponsor's mailing address if it is not included on the sponsorship letter:  
(This field is limited to 254 characters.)  
5

9. Then, complete the section of the form specifying which fees the sponsor is agreeing to cover, and the total amount they will be paying for the term. This should all be outlined on the **Sponsorship Letter**.
1. Provide a total dollar value that the sponsor will be paying for the term
  - 2 – 7. Indicate if the sponsor will be covering the specific general fees
  8. Initial in the provided box to agree to share your tuition and fee information with the sponsor
  9. Initial in the provided box to acknowledge that transcripts will only be provided at student request.
  10. Initial in the provided box to acknowledge that any fees the sponsor does not cover will be the student's responsibility
  11. Once all information has been supplied, select **Complete Form**.

1 \* Specify the total dollar amount being sponsored as listed on your Sponsorship letter:

2 \* Will your Sponsor will be paying Health and Dental fees, if charged (refer to your Sponsorship letter):  No  Yes

3 \* Will your Sponsor be paying for the mandatory Transit - UPass fee, if charged (refer to your Sponsorship letter):  No  Yes

4 \* Will your Sponsor be paying for mandatory supplementary course fees, if charged (refer to your Sponsorship letter):  No  Yes

5 \* Will your Sponsor be paying mandatory Student Union fees, if charged (refer to your Sponsorship letter):  No  Yes

6 \* Will your Sponsor be paying mandatory Campus Recreation fees, if charged (refer to your Sponsorship letter):  No  Yes

7 \* Will your Sponsor be paying mandatory Athletic fees, if charged (refer to your Sponsorship letter):  No  Yes

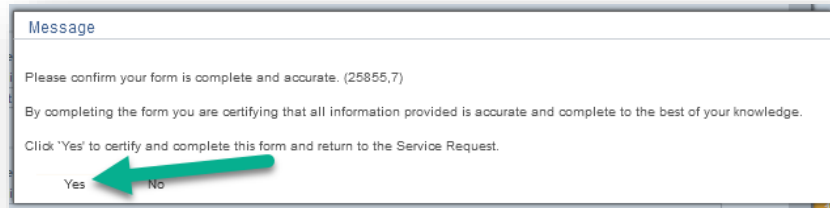
8 \* I understand in order to participate in the Third Party Sponsorship process, my fees and associated fee information will be shared with my Third Party Agency for invoicing purposes (initial below):  
(This field is limited to 254 characters.)

9 \* I understand if my Sponsor should need registration or transcript information, it is my accountability to submit directly to the Sponsor. UCalgary will not submit registration nor transcripts to Sponsors on behalf of the student (initial below):  
(This field is limited to 254 characters.)

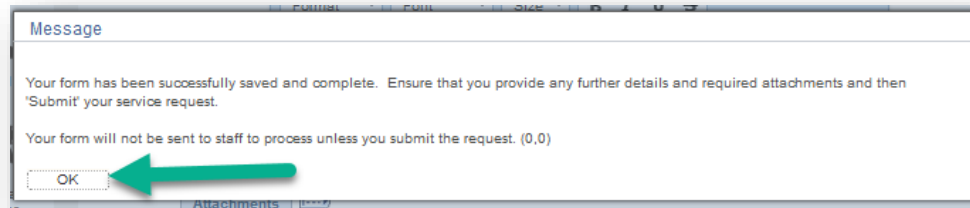
10 \* By submitting this Third Party Application, I acknowledge I will be accountable for any fees unpaid by the sponsor and any associated late interest, if charged (enter Initials below):  
(This field is limited to 254 characters.)

Page: 1 of: 1 Previous Next Save Print Complete Form 11

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



11. Select **OK** to confirm.



12. 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.

