Fees & Financials
Third Party Sponsorship

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**.

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

5. Select the ‘Apply for Third Party Sponsorship’ Request Subtype, then select **Next**.
6. Review the instructions, then **Select** 'Open Link' to access the required form for this Service Request.

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