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.
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. 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.