

**Use this form to:**

- Apply for financial assistance if you are an eligible international graduate student registered in a full time graduate degree program.

**Instructions:**

1. Complete sections 1-3, and review sections 4-5.
2. Submit the application package through the [Graduate Student Bursary/Award submission form](#).

**Deadlines:**

- fall term – September 15
- winter term – January 15
- spring term – May 15

Where the advertised deadline falls on a Saturday or Sunday, the deadline date is the following Monday.

Applicants will normally be notified of bursary decisions within one month of the application deadline. Please note: Students may not submit an application until the start of the term in which they want to be considered.

For more information about this form, please review the [Graduate Student Contingency Bursary application web page](#).

**Section 1: Student information**

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University of Waterloo student identification number \_\_\_\_\_

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Email \_\_\_\_\_ Program level:  master's  doctoral

Faculty (e.g. Arts) \_\_\_\_\_ Department or School (e.g. History) \_\_\_\_\_

Registration status:  full-time  part-time Number of terms in current program \_\_\_\_\_

Immigration status:  Canadian citizen  permanent resident  student visa  protected person/refugee

Marital status:  single  married/common-law  separated/divorced

Number of dependent children \_\_\_\_\_ Ages of dependent children \_\_\_\_\_

Have you received a Graduate Student Contingency Bursary (previously known as the Millennium Graduate Bursary) in a previous term for your current program?  yes  no

If yes, how many? \_\_\_\_\_ When? \_\_\_\_\_

Indicate the term for which you are applying for funding:  fall  winter  spring

Have you made a fee arrangement or paid your fees for the term for which you are applying for this bursary?  yes  no

*Note: Fees must be arranged before any funds can be released.*

**Section 2: Spousal information (if applicable)**

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*Married includes common-law relationships for a minimum of three years or where raising a child of the common-law union.*

Last name(s) \_\_\_\_\_ First name(s) \_\_\_\_\_

Will your spouse/partner be living in Ontario during your study period?  yes  no

Spouse/partner is:  full-time student  part-time student  employed  unemployed

University of Waterloo student identification number, (if applicable) \_\_\_\_\_

Annual income (if applicable) \_\_\_\_\_

If your spouse is employed, include your spouse/partner's most recent year's tax assessment. If unobtainable, please submit proof of income in the form of a letter from the employer.

### Section 3: Financial information

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| Current term income (for four months)                          |  |
|--|--|
| UW employment earnings (e.g. RA, TA)                           |  |
| Scholarships/awards, Graduate Research Studentship (GRS)       |  |
| Government sponsorship   |  |
| Family contribution (spouse, partner, parents, siblings, etc.) |  |
| Other income (include description and dollar amount)           |  |
| <b>Total income</b>  |  |

| Current term expenses (for four months)       |  |
|---|--|
| Tuition, fees, UHIP                           |  |
| Rent  |  |
| Utilities                                     |  |
| Phone/internet                                |  |
| Food  |  |
| Personal care                                 |  |
| Clothing                                      |  |
| Laundry/dry cleaning                          |  |
| Local transportation                          |  |
| Entertainment/recreation                      |  |
| *Uninsured medical/dental (receipts required) |  |
| Childcare                                     |  |
| Other (receipts and explanation required)     |  |
| <b>Total expenses</b>                         |  |

\* If your department provided you with a funding letter for the term of application, please upload. See application checklist - Section 5.

\* If medical/dental expenses are being claimed and were submitted through insurance, receipts must be provided to show the outstanding balance owing. If expenses were not submitted through an insurance plan, you must provide a signed statement confirming that the costs were not or will not be paid by you, another person, or claimed against a benefit/insurance plan.

Based on your income minus expenses how much bursary assistance are you requesting to assist in covering your educational expenses for this term? (required) \_\_\_\_\_

### Section 4: Applicant's disclosure statement

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1. I confirm that the information provided in this application package is complete and accurate to the best of my knowledge.
2. I understand that I am responsible for providing all required documentation as indicated in section 5 or as directed by the administering office, and that if I do not submit the required documentation/information I may be disqualified for consideration of this bursary.
3. I understand that the collection of personal information provided in this application package is used solely for determining my eligibility for this bursary and similar bursaries. Information submitted during the application process will be protected, used, and released in compliance with Ontario's *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F31) and the University of Waterloo's policies.
4. I understand that all institutional income will be verified using QUEST.
5. In order to adjudicate my application for a university bursary, I authorize the University of Waterloo to release my financial need information and bursary decision to the appropriate award selection committee(s).
6. I authorize GSPA to discuss my financial information with the department and faculty members as appropriate for department/faculty funding verification and to determine if other sources of funding are available.
7. I acknowledge that if my funding changes in the term or for the intended period of support for which this bursary is provided, or if any details change that would disqualify me from continuing to hold this bursary, I will immediately notify GSPA as I understand that it may result in a reassessment and/or cancellation of my bursary. All details provided in the application are subject to verification by GSPA.

### Section 5: Applicant checklist and required documentation

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1. Completed application.
2. Supporting documents showing **evidence** of the extenuating circumstances that have occurred since your time of admission.
3. Written confirmation that you are seeking financial support elsewhere and identify how you are going to cover any shortfall. The written confirmation should also include a financial plan for future terms.
4. Letter from spouse/partner's employer or your spouse/partner's most recent tax assessment, if applicable.
5. If your department provided you with a funding letter for the term of application, please upload.