

**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:  student visa

**Note:** *Canadian Citizens, Permanent Residents of Canada or Protected Persons/Refugees who require financial assistance must apply for a bursary through the Student Awards and Financial Aid Office*

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 you were promised departmental funding and/or have been assigned a TA or RA for the term of your bursary application (either from your home department or another department), you must upload a funding letter from that department confirming the funding/appointment.

\* 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 and all statements I have made (or that were generated with the assistance of GenAI) are truthful and an accurate representation of my own personal circumstances. I am not knowingly misrepresenting my circumstances.
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 (for the intended term of support), if my enrolment changes or if my tuition has been reduced in the term for which this bursary is provided, or if any details change after I submit the application that would disqualify me from continuing to hold this bursary, I will immediately notify GSPA. I understand that this 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. A written statement that clearly describes what extraordinary circumstances occurred since being admitted to your program that impacted your financial situation and resources. Describe other realistic sources of funding or support you are seeking; often a bursary that is issued will not cover the entire financial need so please describe how you will manage any financial shortfall for the current term. There is a maximum number of bursaries a student could be awarded - please describe how you will cover your educational costs and living expenses in future terms.
3. Letter from spouse/partner's employer or your spouse/partner's most recent tax assessment, if applicable.
4. Upload your department funding letter and/or confirmation of your TA/RA appointment for the term, if applicable