

Applying for an Alberta/ Canada Student loan

In order to apply for a student loan you will require the following information:

- Create a SIAMS account <https://studentaid.alberta.ca>
- High school grades
- Social Insurance number
- Line 150 of your parent's 2017 tax form (If over 23 years of age, you will require your own line 150 from your 2017 tax form)
- Your Alberta Student Number, you can get this from transcripts or look it up here: <http://www.education.alberta.ca/students/asn.aspx>
- Your program and year:
 - ★ Program: Bachelor of Science
 - ★ Major: Biology
 - ★ Year: 1 of 4
- School dates for 2018-2019 academic year:
 - ★ Full year: (September 4, 2018 – April 17, 2019)
 - ★ Fall semester: September 4, 2018 – December 17, 2018 (some students do this as they find they receive enough funds to cover both fall and spring. If you only apply for fall loans you need to do a confirmation of enrolment for the spring, so you don't go into repayment)
 - ★ Spring semester: January 7, 2019 – April 17, 2019 (spring semester starters)
 - ★ Summer semester: Apply around March on the same 2018-2019 application once you know what you can take class wise. If your classes are after August 1, 2019 you would apply on the new 2019-2020 application.
- MSFAA number (only if you have had previous loans through Alberta/Canada)
- Tuition and fees: normally you would replicate the figures in the boxes below as these figures represent a full course load (5 courses) for tuition, fees and books - you can enter \$500 for computer costs.



Student Loan Information:

On the main page <http://studentaid.alberta.ca/> shown below you will see the following information:

- Student Aid Worksheet (gives an overview of how to access the loan application and what questions you will be asked)
- Login to Your Account (Takes you to the SIAMS login page. You may have created an account at High School. Do not create a new account if you think you might have an account already
 - Call (780) 427-5318 to check
- Manage My Canada Student Loan - highly recommend creating an account so that you can keep track of your loans on-line

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This is the quick tips booklet: <https://studentaidalberta.cld.bz/funding-guide-2017-18> - provides information on loans and grants.

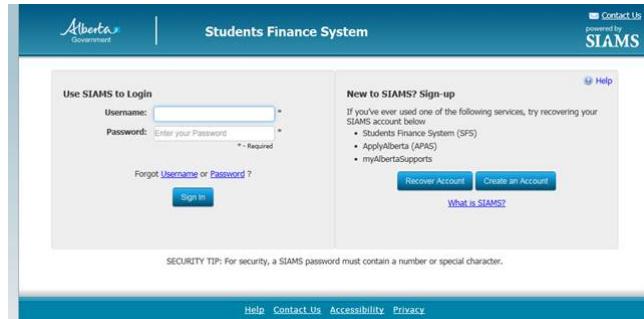
Applying for Student Loans:

STEP 1: Login - On the right hand side of the webpage, look for: Register & Apply - Login

Select the Login button, here is a close up:



The next screen should look like this:

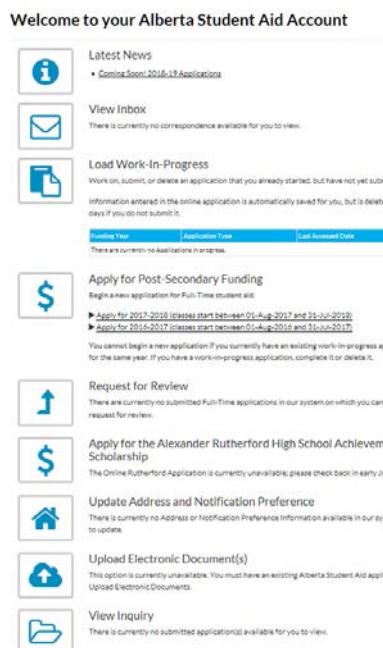


Login with your credentials, if you have forgotten them call: Call (780) 427-5318. Alternatively if you are absolutely certain that you have never created an account then create a new one.

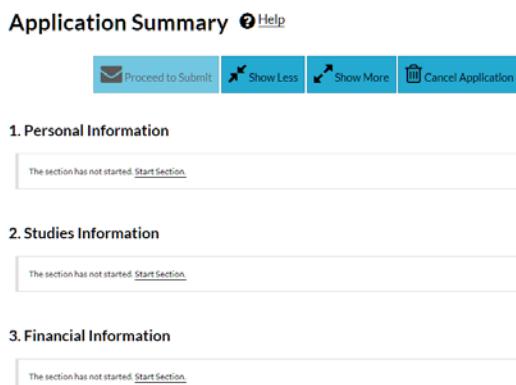
Once you have successfully logged in and passed the security questions (they will ask for your high school grades or if you have had a loan before your MSFAA number).

STEP 2: The Dashboard

Look for this symbol  Apply for Post-Secondary Funding. Select the 2018-2019 (classes start between 01-Aug-2018 and 31-Jul 2019)



STEP 3: Completing the loan application



Select the correct loan year and complete each section.

★ **Proceed to submit**

Complete each section and when ready select the **Proceed to submit application button** (located at the top of the page just under the help button.) it will either highlight any errors in red or turn green to indicate completion.

★ **Errors**

Errors will be highlighted in red. Select the hyper link and you will be taken to the error, edit and select next until it takes you back to the front page. Repeat the process until you see there are no more errors. If it indicates there is an error but you cannot see where it may want you to verify your email address.

★ **Verifying your email address**

Open your email, select the verify email link. Return to the loan application and repeat the process to submit. A green box should now be visible. Click the box to submit your application

★ **Requesting Loan Amount**

- Leave the box blank = maximum loan amount
- Request an amount
- Enter the value of zero = they will send you zero!
- Enter the value of 1 = they send grants and no loan money

★ **MSFAA**

Once you have completed your loan application and it has been processed an MSFAA (Master Student Financial Assistance Agreement) will be generated. This document is the contract between you and the government (one for Alberta and one for Canada) they will notify you via the View Inbox located on the dashboard. They should provide instructions.

★ Should there be a mail strike

- Make a photocopy of two pieces of identification (one of your Social Insurance Number card or tax document;
- And, an official government- issued photo id
- Include a personal void cheque or ask the bank for a print out of your account number/transit number etc.

★ Courier the MSFAA package (all of the above to):

National Student Loan Service Centre

2 Robert Speck Parkway 14th Floor

Mississauga ON L5Z 1H8

IMPORTANT INFORMATION

If at any time you decide to stop taking out student loans you will still need to complete some paper work to inform the government that you are still a full-time student, contact our office for details:

Scholarships and Student Finance

Anderson Hall 115

Monday to Friday, 9 am to 4 pm

Phone: (403) 329 – 2585

Email: fin.aid@uleth.ca

www.uleth.ca/ross/student-finance/