

ADULT UPGRADING GRANT APPLICATION CHECKLIST

- Have you **completely** filled out all applicable sections of the application?
See page 2 of the application for complete instructions to each question. The following sections are **REQUIRED**:
- **Section 1: Student Information**
 - Fill out all questions (1-14 and 17-20 are required)
 - If you are not a Canadian citizen, you must provide a copy of your Canadian immigration document that indicates "Category". Note, current PR cards do not state the Category.
 - **Section 2: Income**
 - Income is **REQUIRED** for applicant and spouse **OR** parents if applicable. Even if it is 0.
 - If you declare 0 income and have no income slips for 2019, a letter may be required. Please contact Financial Aid & Awards to discuss your options.
 - **Section 4: Applicant declaration**
 - Applicant must sign and date **BOTH** boxes (declaration and CRA consent) on this section
 - **Section 5: Parent, legal guardian, spouse and/or common law declaration**
 - If applicable box(es) on both page 6 and 7 must be signed
- Section 6: Course Details**
- Courses must be listed - even if you are not registered yet.
Note: *Courses over 100 level are not eligible for this grant*
- Have you included **income verification for 2019**?
- Income verification is required for applicant and spouse **OR** parents if applicable. This can be a copy of your **2019** CRA Notice of Assessment. You can also access an income verification form through your CRA account. If you have not done your taxes, then copies of T4's and/or ALL income slips for 2019.
 - If you have 0 income to declare and have no income slips for 2019, please contact Financial Aid & Awards at finaid@ufv.ca to discuss your options.
- Not a Canadian Citizen, have you **included a copy of your Canadian Immigration document**?
- If you are not a Canadian citizen, you must provide a copy of your Canadian immigration document that indicates "Category". Note, current PR cards do not state the Category.
- Put your application and **copies of ALL documentation** into an envelope and:
1. **Drop off** at the Abbotsford campus Financial Aid & Awards drop slot located just past the Student Services doors (B214) below the Student Life info board, **OR**
 2. **MAIL** to the UFV Financial Aid & Awards office:
University of the Fraser Valley
Financial Aid and Awards – CEP
45190 Caen Avenue
Chilliwack, BC V2R 0N3
- Note: DO NOT email** your application. In the case additional information is required, you will be contacted by phone or email