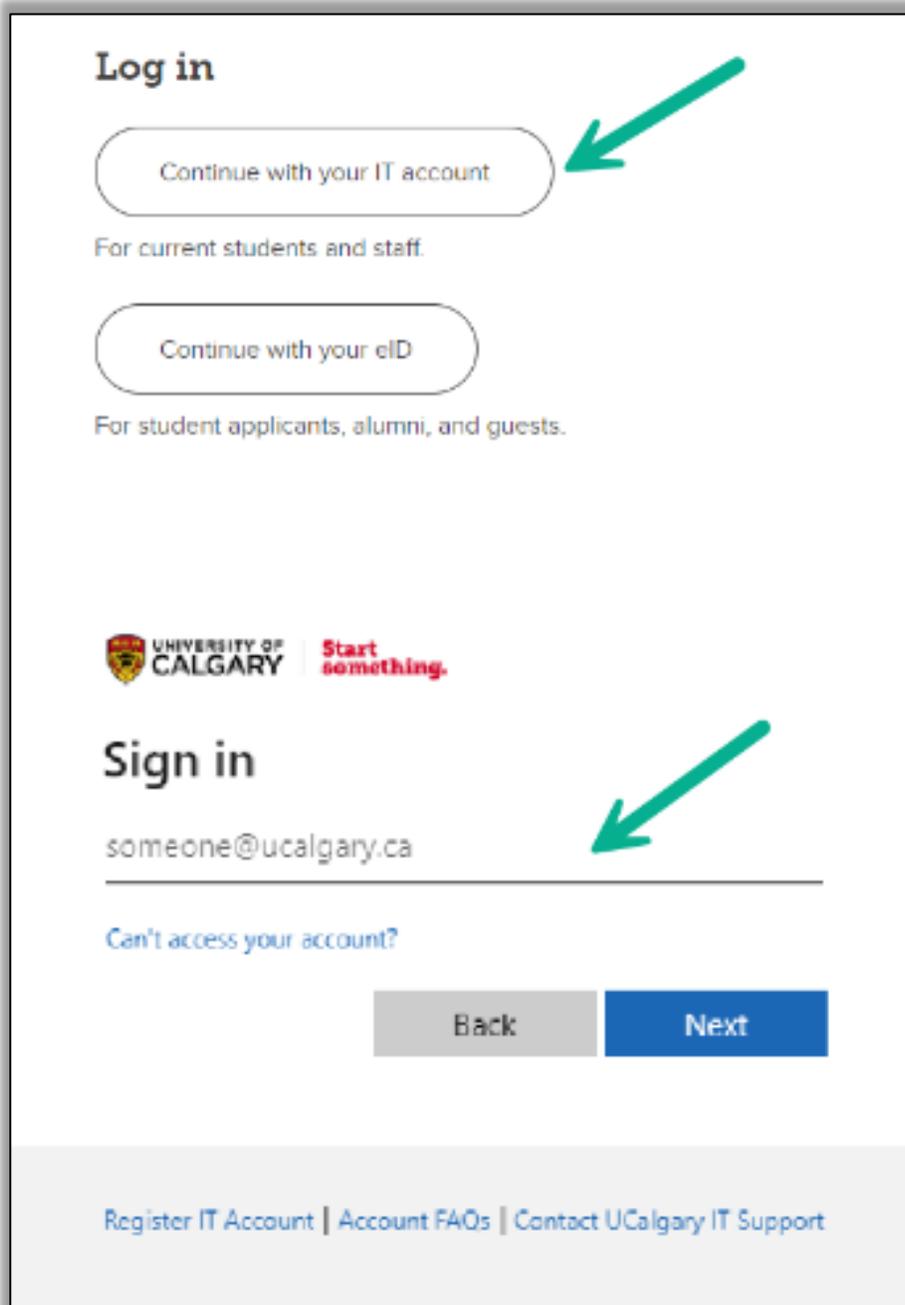*TPS application processing time: 3 – 5 business days (may vary with peak seasons).*
Students are responsible for submitting the **Sponsorship Letter** and Application Form by Service Request to set up a Third-Party Sponsorship (TPS). Full instructions, terms, and conditions are available here.

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 your UofC Student Portal (my.ucalgary.ca)

2. Go to the **My Service Request** page and click on the **Create New Request** link.

3. Select the **"Enrolment Services"** Request Category, then select **Next**.
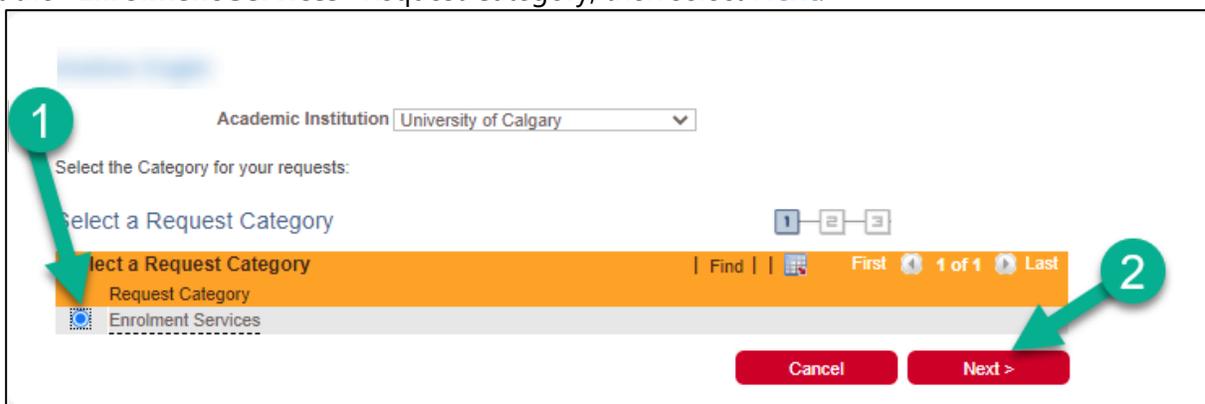
4.   Select the **"My Financials"** Request Type, then select **Next**.
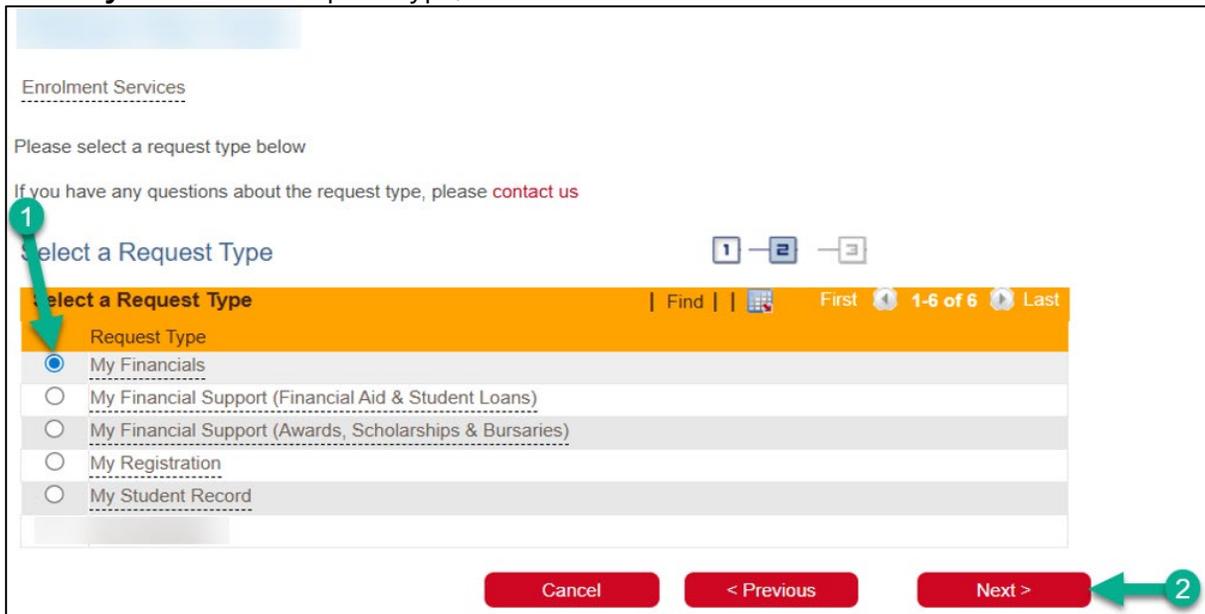
Enrolment Services

Please select a request type below

If you have any questions about the request type, please contact us

Select a Request Type

Select a Request Type | Find | | First ◀ 1-6 of 6 ▶ Last

Request Type

- ● My Financials
- ○ My Financial Support (Financial Aid & Student Loans)
- ○ My Financial Support (Awards, Scholarships & Bursaries)
- ○ My Registration
- ○ My Student Record

Cancel   < Previous   Next >

5.   Select the **"Third Party Sponsorship Application"** Request Subtype, then select **Next**.
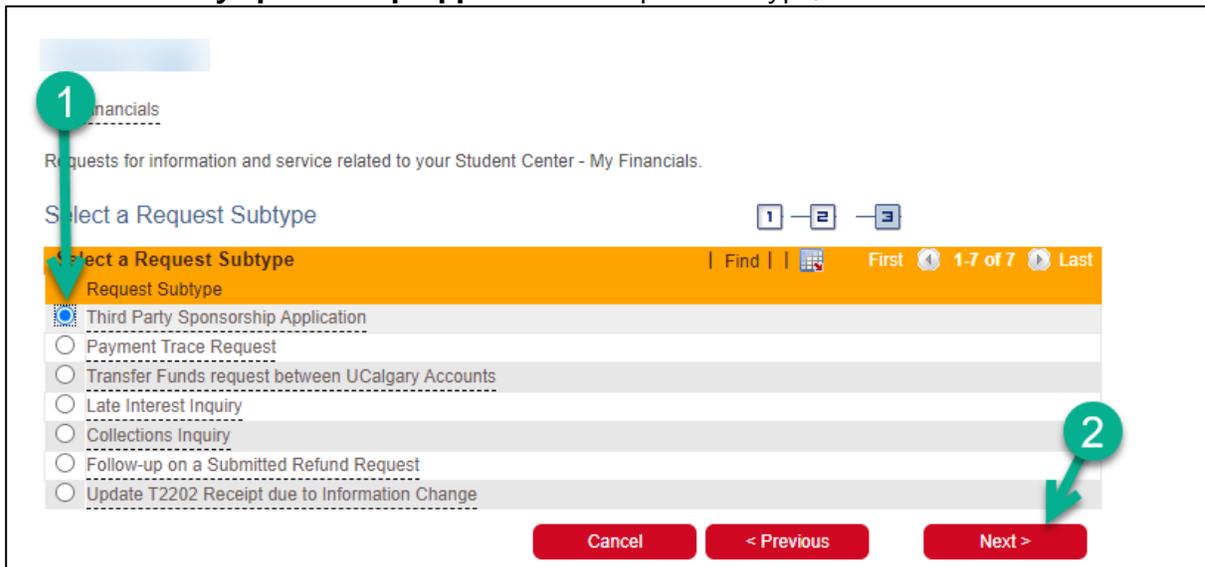
...nancials

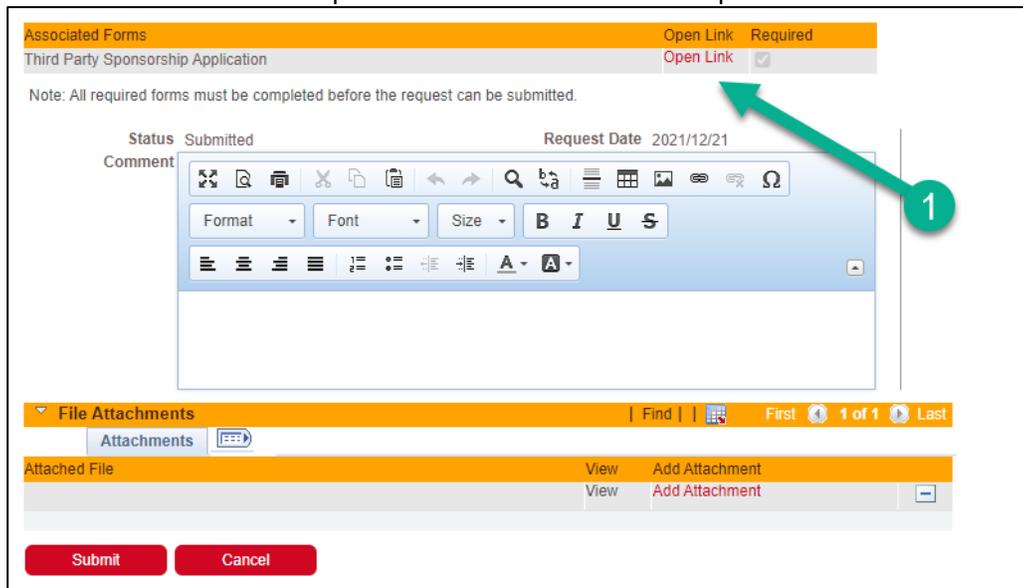Requests for information and service related to your Student Center - My Financials.

Select a Request Subtype

Select a Request Subtype | Find | | First ◀ 1-7 of 7 ▶ Last

Request Subtype

- ● Third Party Sponsorship Application
- ○ Payment Trace Request
- ○ Transfer Funds request between UCalgary Accounts
- ○ Late Interest Inquiry
- ○ Collections Inquiry
- ○ Follow-up on a Submitted Refund Request
- ○ Update T2202 Receipt due to Information Change

Cancel   < Previous   Next >

6. **Read all the instructions** of the application and scroll down to view the form and comment box.
7. Click on "**Open Link**" to access the required form for the Service Request.

8. Select **OK** to generate form.
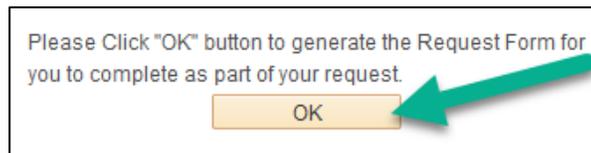
9. **Complete form in full**, using your Sponsorship Letter as reference. At the bottom, select **Complete Form** once finished.
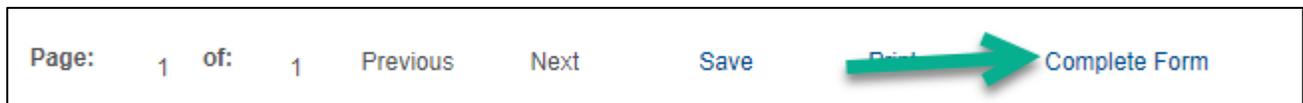
10. Select **Yes** to submit the form.

11. Select **OK** to confirm.
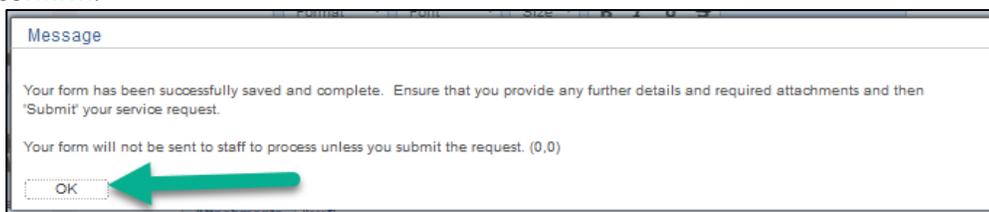
12. If there is any additional information that may be relevant to your request, please include it in the **Comment Box (1)**. Use **Add Attachment (2)** link to submit your Sponsorship Letter. Finally, select Submit (3) to finalize your Service Request.
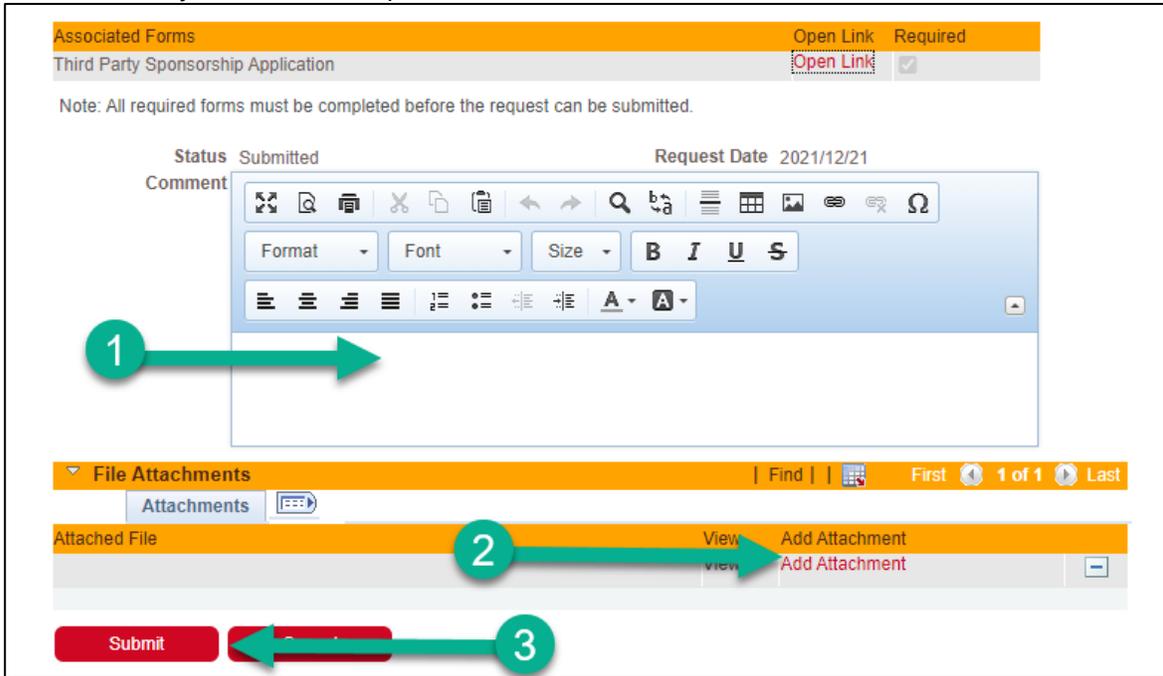
All future updates about the sponsorship will be communicated through the Service Request.

End of Procedure. For further questions, please contact Enrolment Services.