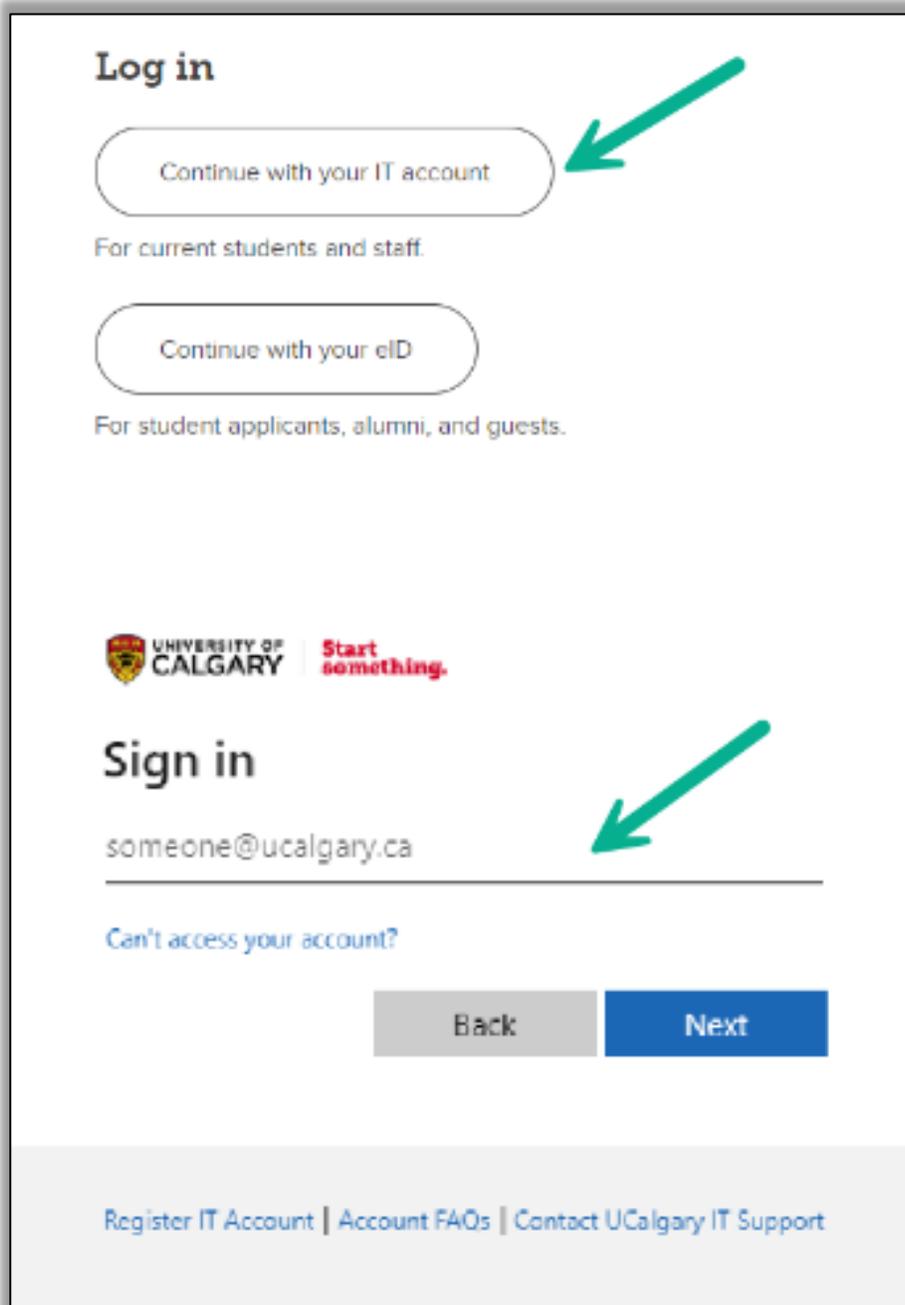


TPS application processing time: 3 – 5 business days (may vary with peak seasons).

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)



Log in

Continue with your IT account

For current students and staff.

Continue with your eID

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY **Start something.**

Sign in

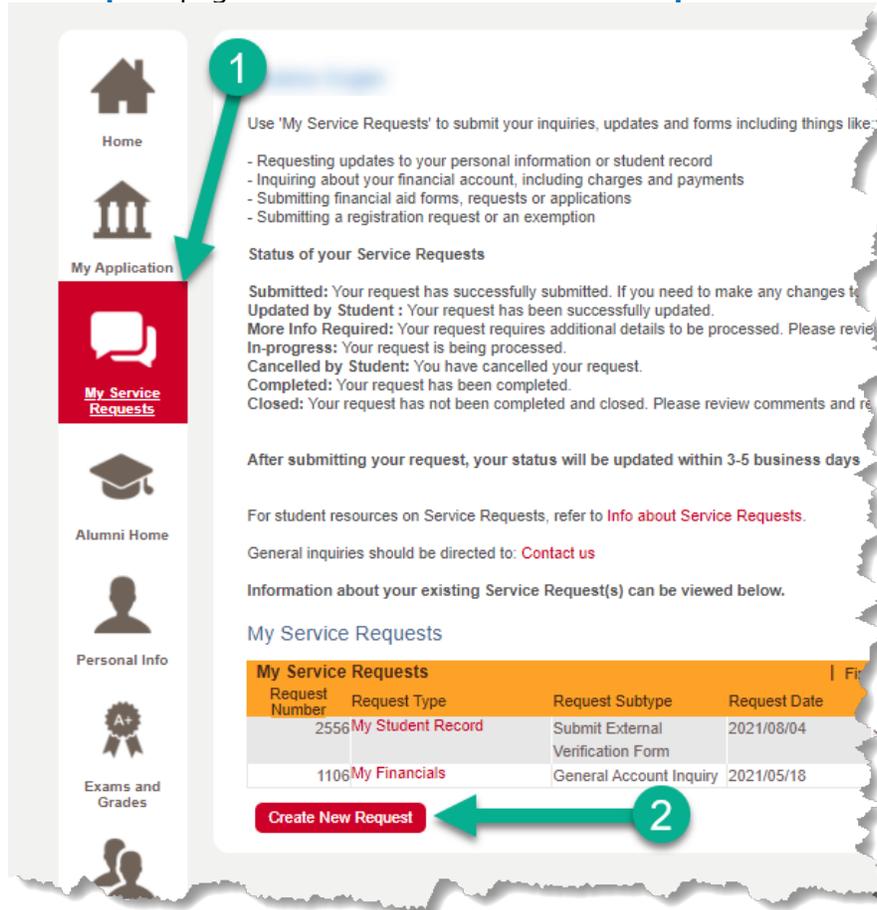
someone@ucalgary.ca

Can't access your account?

Back Next

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

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



Use 'My Service Requests' to submit your inquiries, updates and forms including things like:

- Requesting updates to your personal information or student record
- Inquiring about your financial account, including charges and payments
- Submitting financial aid forms, requests or applications
- Submitting a registration request or an exemption

Status of your Service Requests

Submitted: Your request has successfully submitted. If you need to make any changes to your request, you can do so from the 'My Service Requests' page.

Updated by Student : Your request has been successfully updated.

More Info Required: Your request requires additional details to be processed. Please review the request details and provide the required information.

In-progress: Your request is being processed.

Cancelled by Student: You have cancelled your request.

Completed: Your request has been completed.

Closed: Your request has not been completed and closed. Please review comments and re-submit if necessary.

After submitting your request, your status will be updated within 3-5 business days.

For student resources on Service Requests, refer to [Info about Service Requests](#).

General inquiries should be directed to: [Contact us](#)

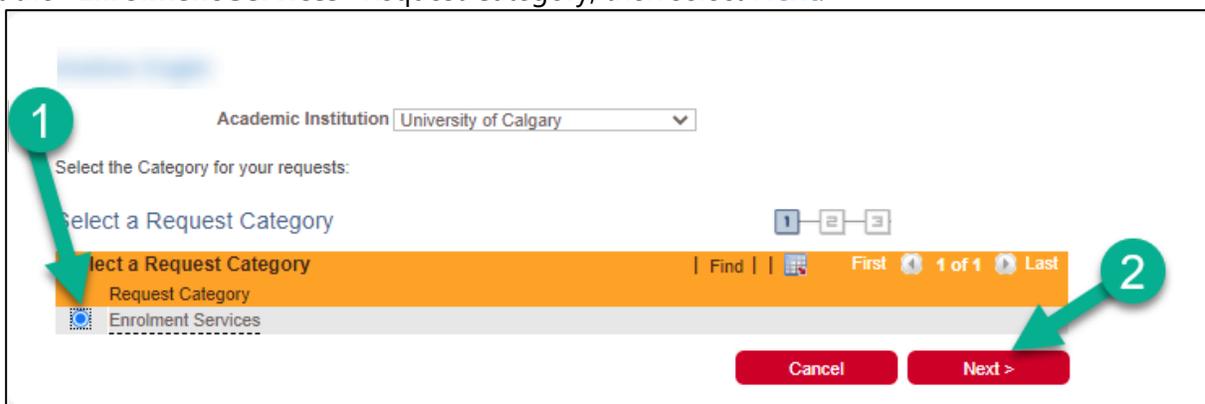
Information about your existing Service Request(s) can be viewed below.

My Service Requests

Request Number	Request Type	Request Subtype	Request Date
2556	My Student Record	Submit External Verification Form	2021/08/04
1106	My Financials	General Account Inquiry	2021/05/18

[Create New Request](#)

3. Select the **"Enrolment Services"** Request Category, then select **Next**.



Academic Institution

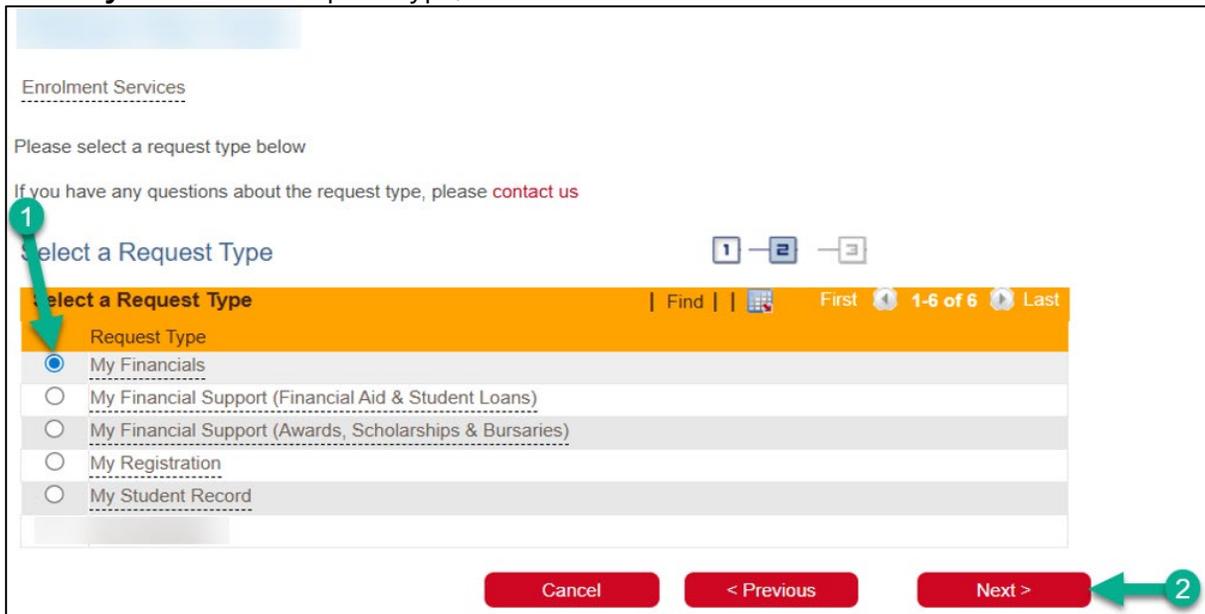
Select the Category for your requests:

Select a Request Category

Select a Request Category | Find | First 1 of 1 Last

Enrolment Services

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](#)

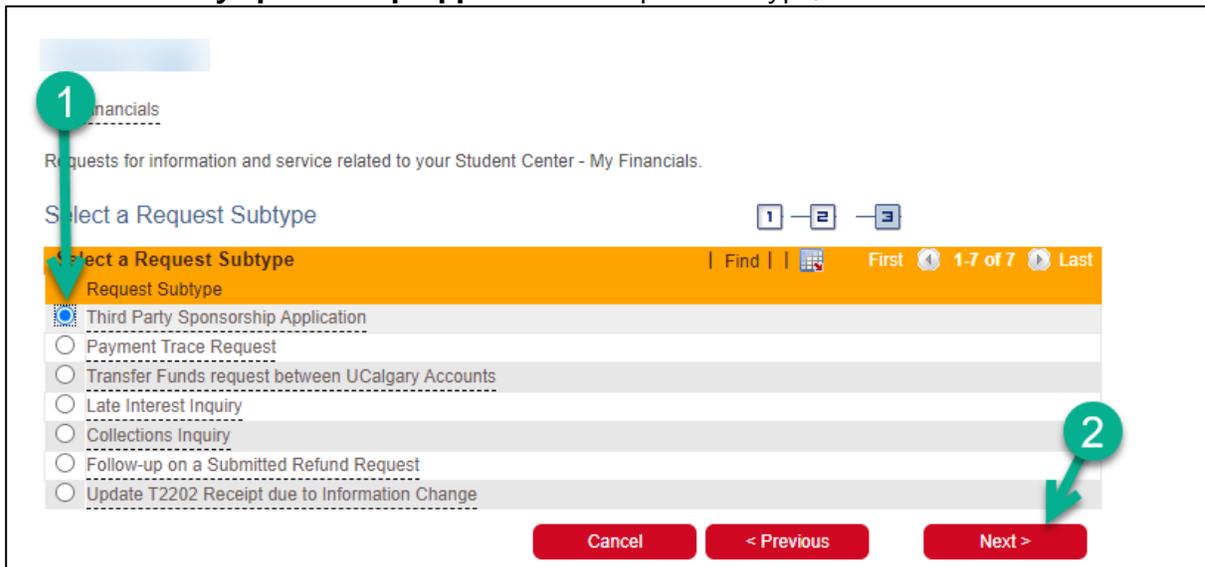
Select a Request Type

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

- 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**.



Financials

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

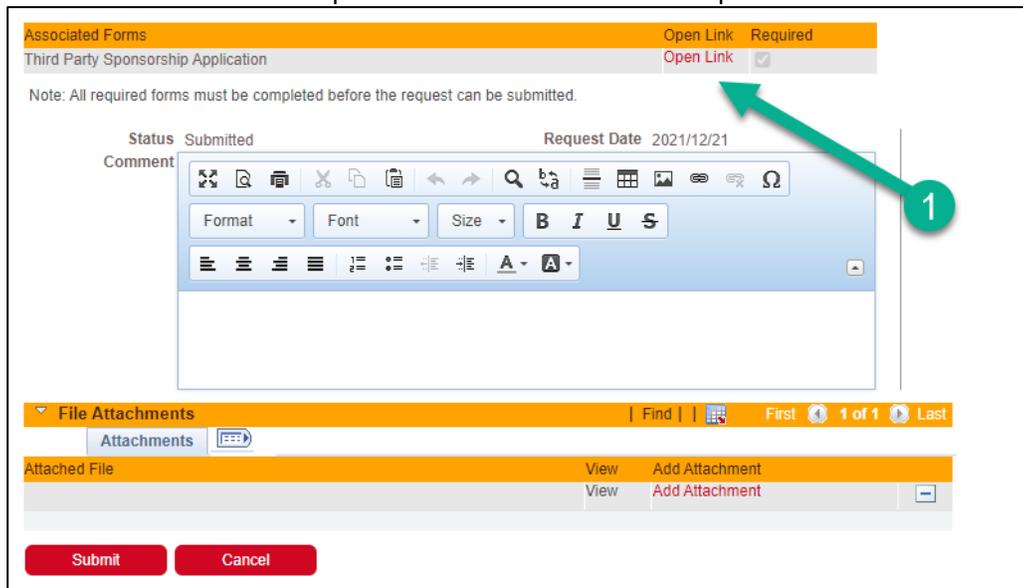
Select a Request Subtype

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

- 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.



Associated Forms	Open Link	Required
Third Party Sponsorship Application	Open Link	<input checked="" type="checkbox"/>

Note: All required forms must be completed before the request can be submitted.

Status Submitted Request Date 2021/12/21

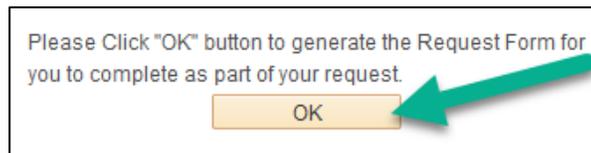
Comment

File Attachments | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

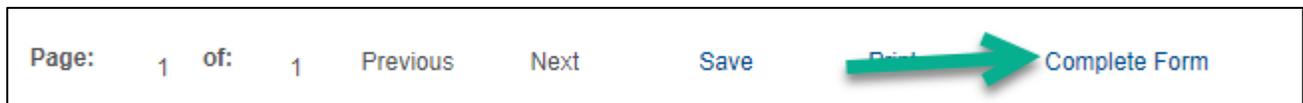
8. Select **OK** to generate form.



Please Click "OK" button to generate the Request Form for you to complete as part of your request.

OK

9. **Complete form in full**, using your Sponsorship Letter as reference. At the bottom, select **Complete Form** once finished.



Page: 1 of: 1 Previous Next Save **Complete Form**

10. Select **Yes** to submit the form.



Message

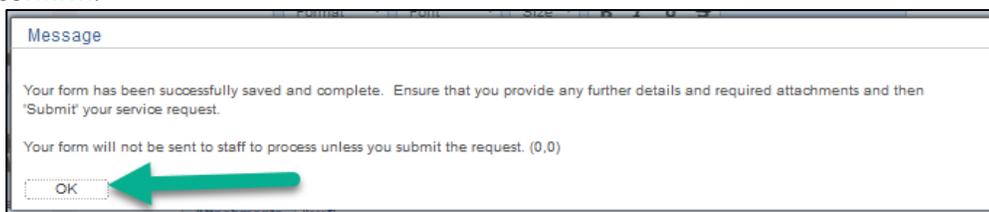
Please confirm your form is complete and accurate. (25855,7)

By completing the form you are certifying that all information provided is accurate and complete to the best of your knowledge.

Click 'Yes' to certify and complete this form and return to the Service Request.

Yes No

11. Select **OK** to confirm.



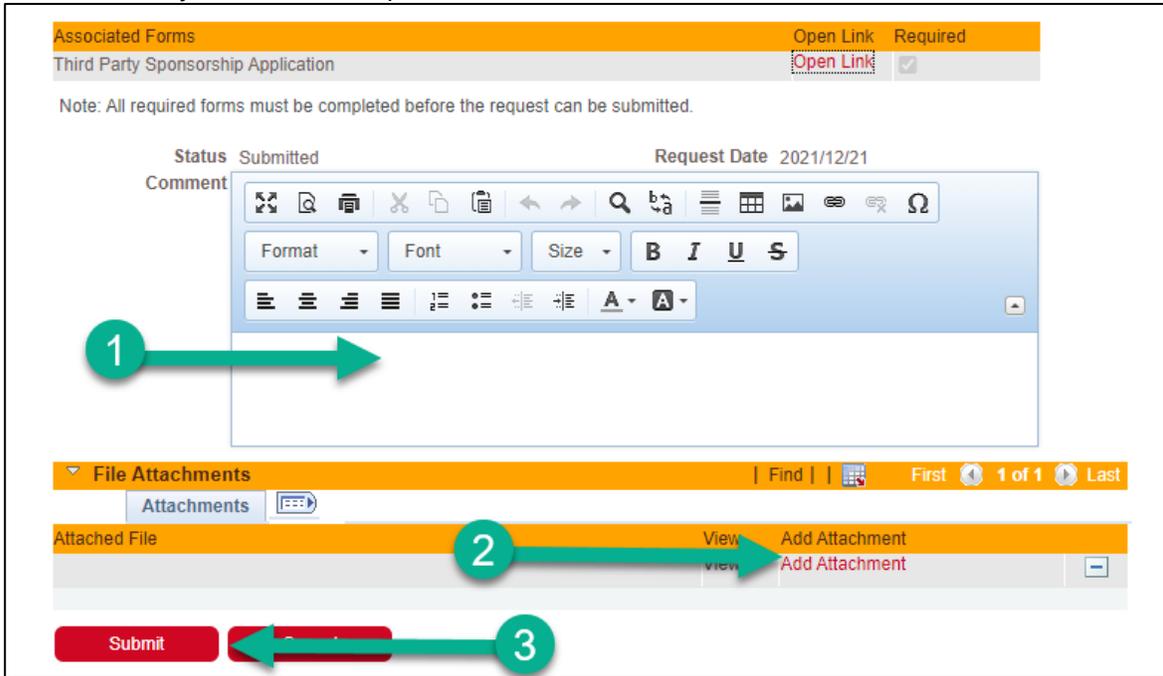
Message

Your form has been successfully saved and complete. Ensure that you provide any further details and required attachments and then 'Submit' your service request.

Your form will not be sent to staff to process unless you submit the request. (0,0)

OK

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.



The screenshot shows a web interface for a service request. At the top, there is a table of 'Associated Forms' with columns for 'Open Link' and 'Required'. Below this is a 'Note' and a 'Comment' box with a rich text editor toolbar. A green arrow labeled '1' points to the comment box. Below the comment box is a 'File Attachments' section with a table of 'Attached File' and 'Add Attachment' links. A green arrow labeled '2' points to the 'Add Attachment' link. At the bottom, there is a 'Submit' button and a 'Cancel' button. A green arrow labeled '3' points to the 'Submit' button.

All future updates about the sponsorship will be communicated through the Service Request.

End of Procedure. For further questions, please contact [Enrolment Services](#).