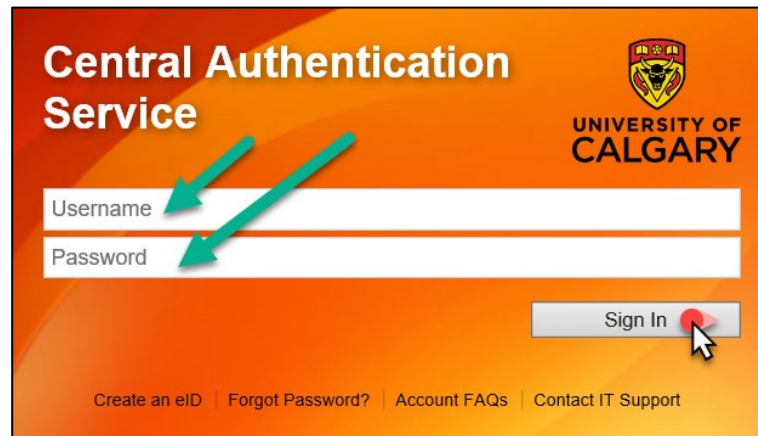


**TPS application processing time: 3 – 5 business days (may vary with peak seasons).**

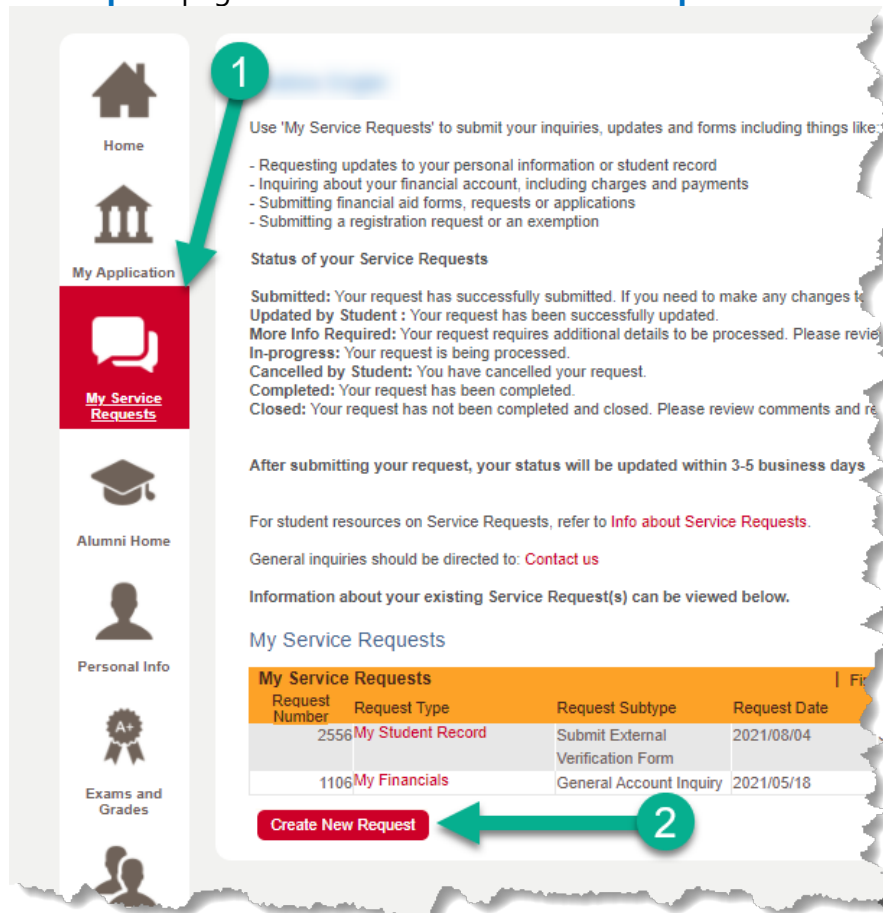
Students are responsible for submitting the **Sponsorship Letter** and Application Form by Service Request to set up a Third-Party Sponsorship (TPS). Full instructions, terms, and conditions are available [here](#).

Awards, Scholarships or Bursaries issued by external agencies are not considered Third Party Sponsorships. Additional information on external awards is available [here](#).

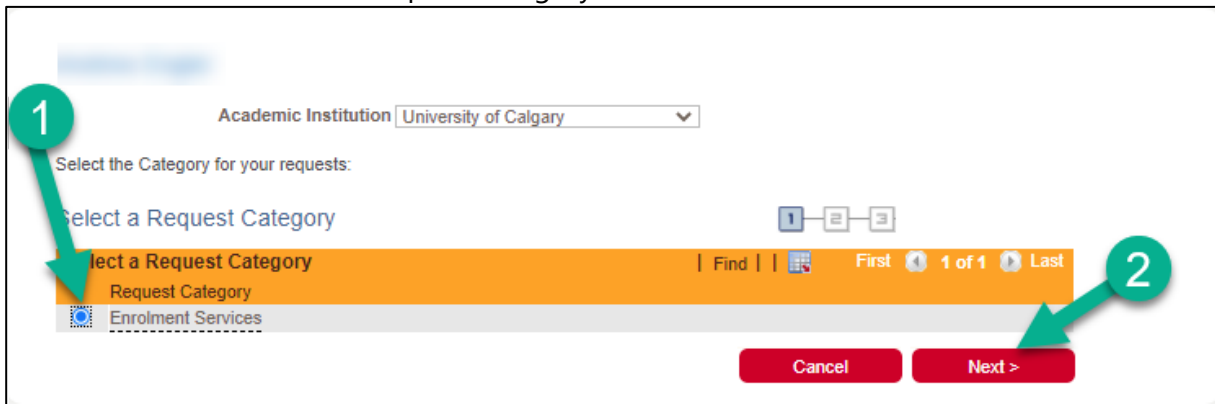
**1. Log into MyUofC portal**



**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**.



Academic Institution University of Calgary

Select the Category for your requests:

Select a Request Category

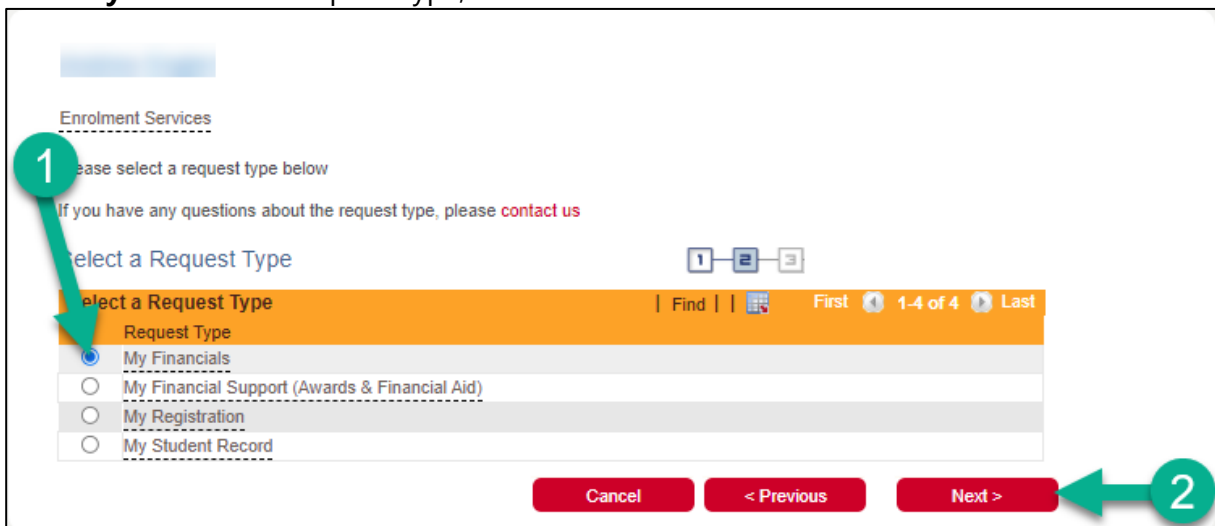
Select a Request Category | Find | First 1 of 1 Last

Request Category

Enrolment Services

Cancel 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 1-4 of 4 Last

Request Type

My Financials

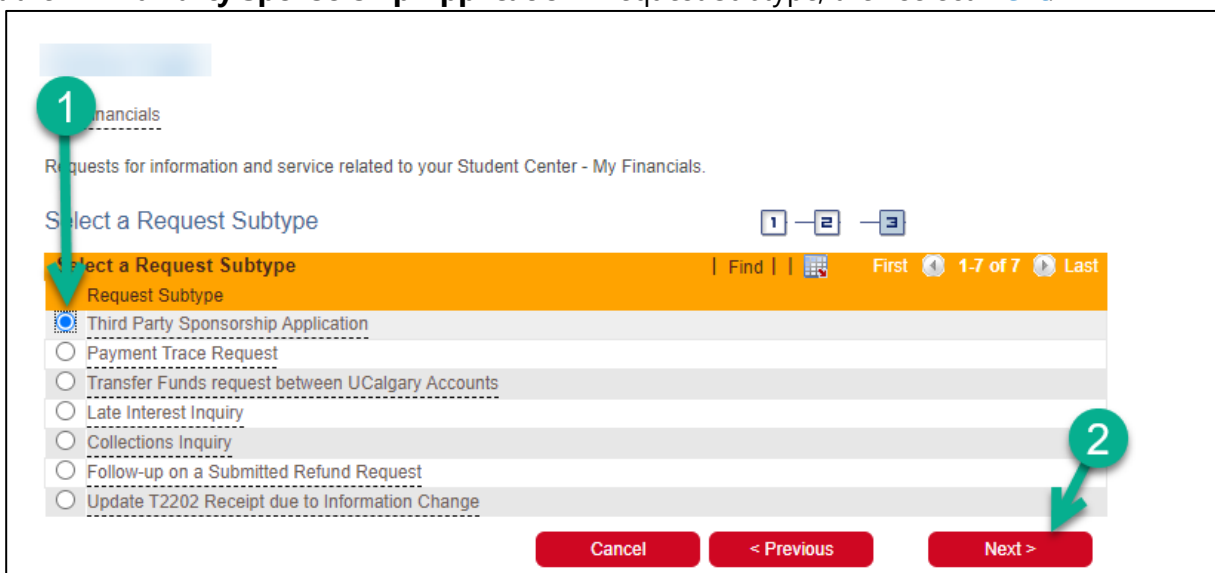
My Financial Support (Awards & Financial Aid)

My Registration

My Student Record

Cancel < Previous Next >

5. Select the **“Third Party Sponsorship Application”** Request Subtype, then select **Next**.



My 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

Request Subtype

Third Party Sponsorship Application

Payment Trace Request

Transfer Funds request between UCalgary Accounts

Late Interest Inquiry

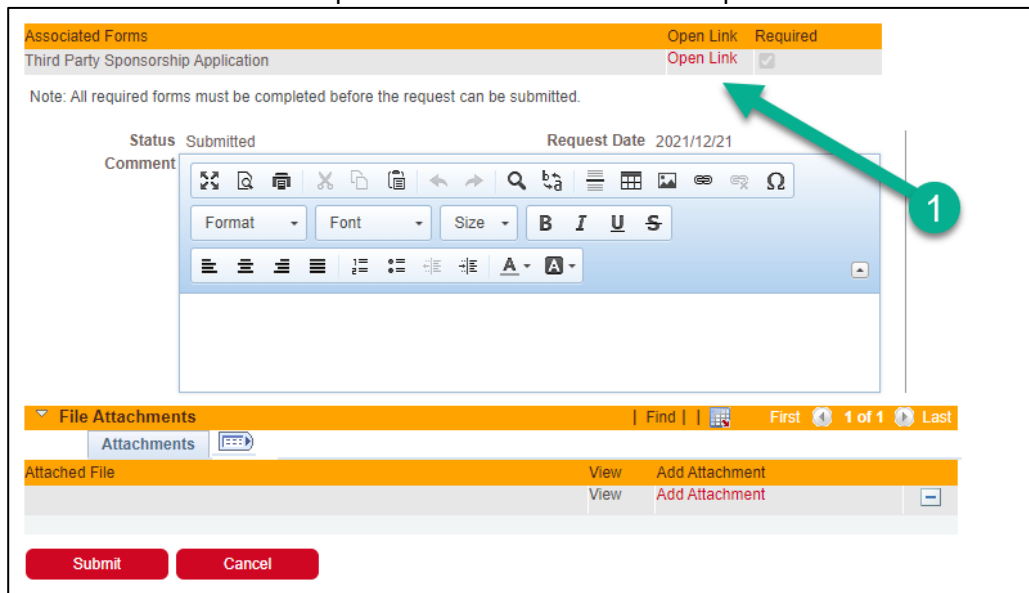
Collections Inquiry

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.



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

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

Status Submitted Request Date 2021/12/21

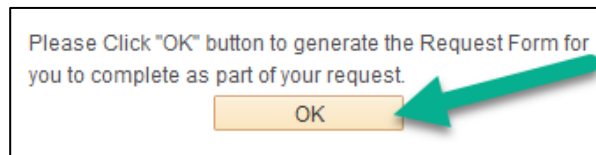
Comment

File Attachments | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

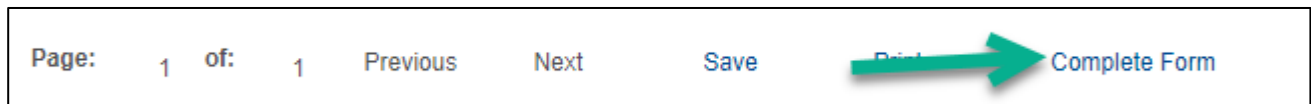
8. Select **OK** to generate form.



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

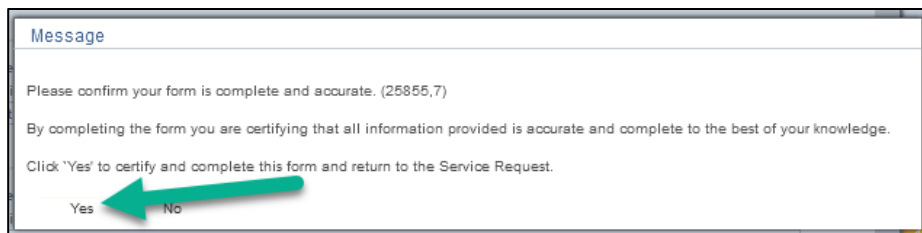
OK

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 Print **Complete Form**

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



Message

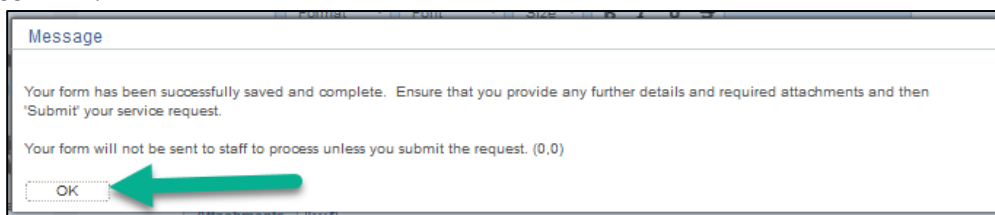
Please confirm your form is complete and accurate. (25855,7)

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.



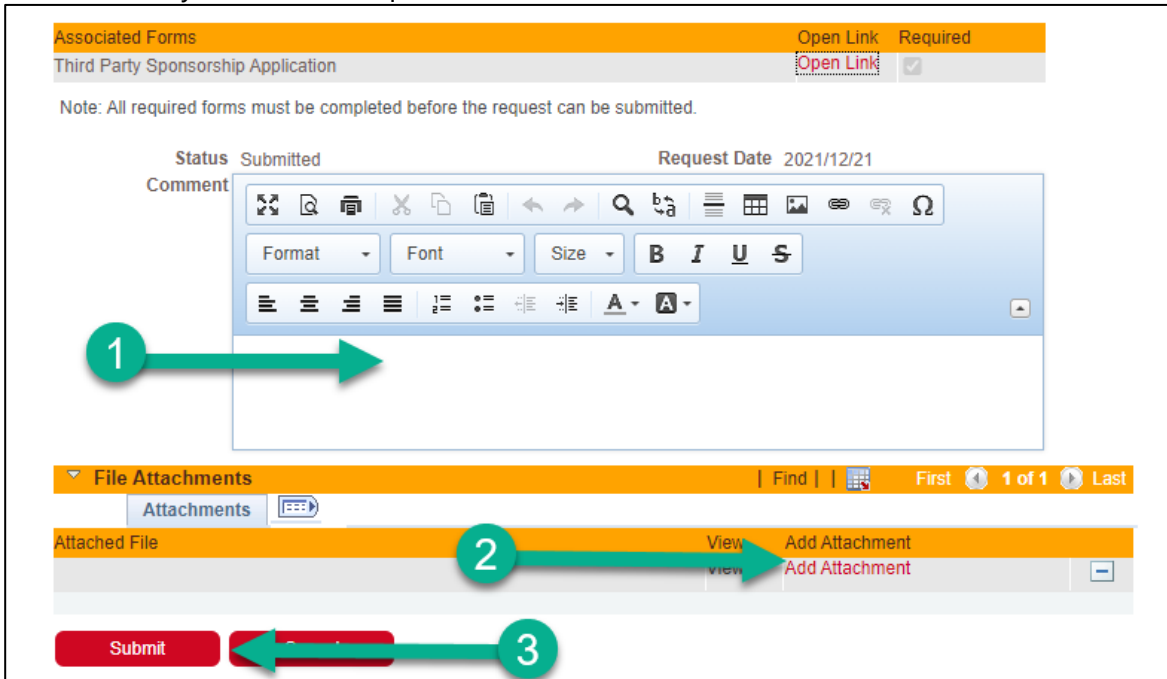
Message

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.



Associated Forms	Open Link	Required
Third Party Sponsorship Application	<a href="#">Open Link</a>	<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

1

File Attachments | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	<a href="#">View</a>	<a href="#">Add Attachment</a>

2

Submit

3

All future updates about the sponsorship will be communicated through the Service Request.  
**End of Procedure. For further questions, please contact [Enrolment Services](#).**