

# APPLICATION CHECKLIST

## Accessing the Online Application

- Go to the Student Aid website – [www.gov.nl.ca/studentaid](http://www.gov.nl.ca/studentaid)
- Select “Your Account” and log in
  - If you are a first time applicant, you are required to set up an account. You will have to enter personal information including a valid email address and your social insurance number. You will also need to provide a USERNAME and PASSWORD.
- Ensure you select the application for the correct academic year
- Once you submit your application, you can check your status online

**Note:** The application is available in June each year for the upcoming academic year.

## Information Required Before You Start

### Student Information

- Social Insurance Number (SIN)
- Line 150 of your previous year’s Income Tax Return
- Any other financial resources or income information (RESP, investments, scholarships, etc.)
- Complete mailing address and permanent address (if different from mailing address)
- Employment and education history for last 5 years

### Program Information

- Name of Program
- Institution Name (and campus, if applicable)
- Start and End Dates for the current academic year

### If Dependent Student

- Parent(s) information (i.e., SIN, date of birth, postal code, line 150 of previous year’s Income Tax Return)
- Brother(s)/sister(s) name and age (and SIN if attending post-secondary)

### If Married/Common-Law Student

- Spouse’s SIN, line 150 of previous year’s Income Tax Return, date of birth and income

## Required Forms/Documentation

- **Canada Revenue Agency Signature Form** (Parent(s)/spouse must sign, if applicable)
- **Parents’ Declaration, Consent and Signature Form** (for dependant students only)
- **Spouse’s Declaration, Consent and Signature Form** (for married/common-law students only)
- **Program Cost Form** (if not attending MUN, Marine Institute or CNA)
- **Copy of child’s Birth/Baptismal Certificate(s)** (for students with dependent child(ren) only - student’s name must appear)
- **Confirmation of receipt of Canada Child Tax Benefit** (for students with dependent child(ren) only - may be required)

## Student with a Permanent Disability

- **Verification of Eligibility Form** to access \$2,000 grant (only required with initial application)
- **Application for Grant for Services and Equipment for Students with Permanent Disabilities** to access funds for exceptional education-related costs associated with your disability - form to be completed by your educational institution (banking information required)

Refer to the website for additional information – [www.gov.nl.ca/studentaid](http://www.gov.nl.ca/studentaid)