

- To complete a bursary application, click the **Experiential Learning** tab on the left hand side bar. Click on **New Experience** in the right-hand corner to begin a bursary application.

- Review the Instructions, Steps, and Declaration at the top of the Bursary Application.

- Complete the form, ensuring all required fields are filled (those marked with an asterisk). Complete optional fields as applicable.
- Please note that your application form can be saved and returned to later to complete. To do so, you will need to include a placeholder in each of the required fields. In order to access a previously saved form, log in and then click on the **Experiential Learning** tab. You will be taken to a page that lists your saved application. Click on **University of Victoria** to continue editing the form.



5. For the University field, please type “University of Victoria” or start typing and select this option from the drop down list that appears.
6. For the City field, please format your answer as follows: “City – Province Abbreviation – Country” (i.e. Victoria – BC – Canada) or start typing and then choose from the drop down menu that appears. Please note that if you have auto-fill options in your browser, the drop down menu may be obscured.
7. Under the Supervisor field, click “+New Contact” and type “Deb” in the First Name field, “Kennedy” in the Last Name field, “Financial Aid Officer” in the Job Title field, and [lawfao@uvic.ca](mailto:lawfao@uvic.ca) in the Email Address field. Click **Create**.

**Create Contact**

First Name\*  
Deb

Last Name\*  
Kennedy

Job Title  
Financial Aid Officer

Email Address  
lawfao@uvic.ca

Cancel Create

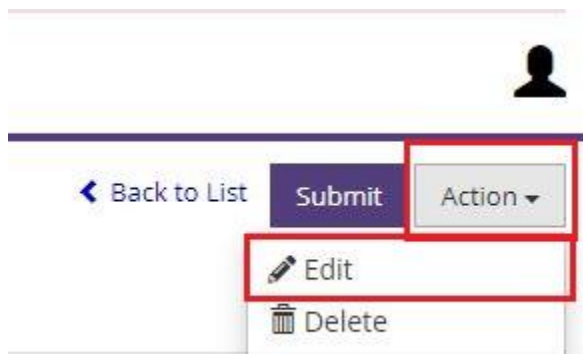
8. Type your name in the Signature field, complete the Date field using the drop down calendar, and click **Save**. Only one application form per academic term is required.

Signature \* ?  
Signature

Date \*  
MM/DD/YYYY

Cancel Save

9. After you save, you will be taken to a summary page of your application. If you would like to edit your form, click on **Action** and then **Edit**.



10. To upload your relevant documentation, click the **Document and Forms** tab after you have saved the form. Upload each specific document type in the appropriate field. Please note that the file type must be in PDF. Please note the deadline to upload all supporting documentation is August 15, 2019. Only the bursary application form is due June 30, 2019.

University of Victoria Draft ← Back to List Submit Action ▾

Fall (Sept. - Dec.) 2019 and Winter (Jan. - Apr.) 2020

Details Documents and Forms

Document	Date Uploaded	
Student Loan Notice of Assessment		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>
CRA 2018 Tax Assessment		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>
Typical pay stub		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>
Proof of GST/HST Rebate		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>
Additional Relevant Document 1		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>
Additional Relevant Document 2		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>
Additional Relevant Document 3		<span style="background-color: #ccc; padding: 2px 5px;">Upload File</span>

11. Click **Submit** once you are done and ready to submit your bursary application form.

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Fall (Sept. - Dec.) 2019 and Winter (Jan. - Apr.) 2020

Details Documents and Forms

**Basics**

University University of Victoria

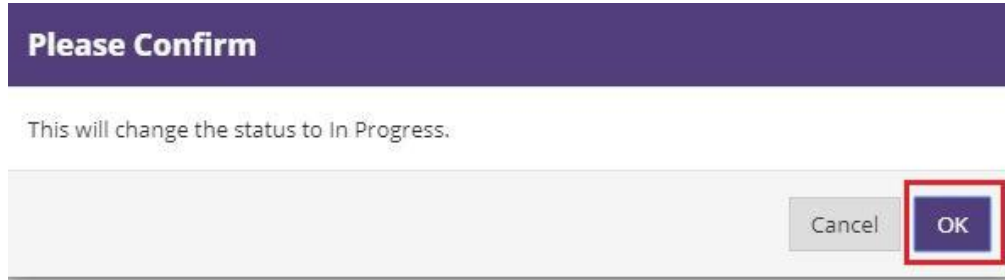
Experiential Learning Type Bursary

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← Back to List Submit Action ▾



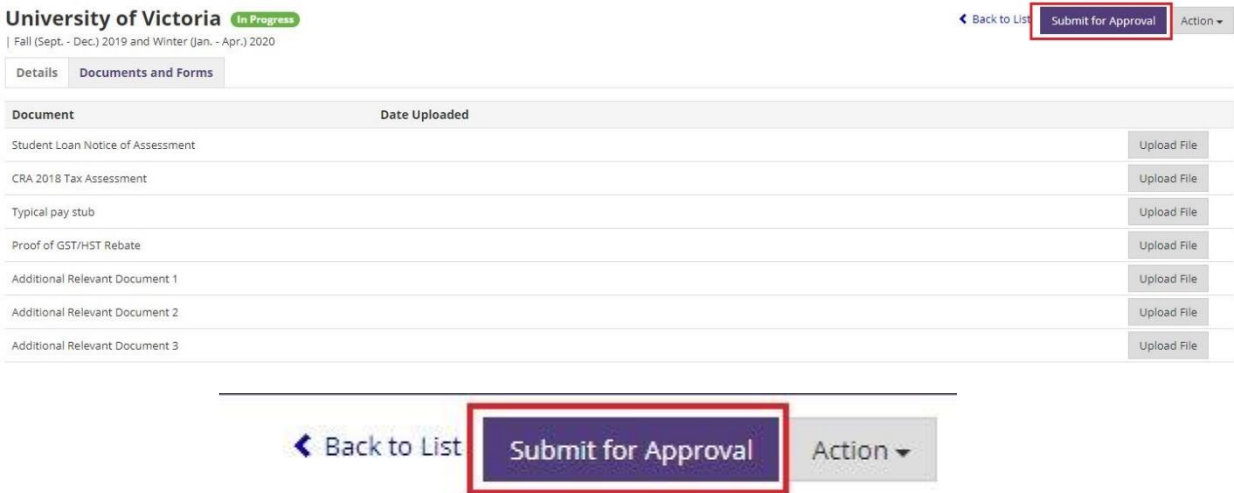
- 12. A pop up will appear, asking you to confirm. Click **OK**. Please note that this only confirms that your bursary application form has been submitted.



- 13. Your application is now **In Progress**. You can return to the form at any time in order to upload your supporting documentation by August 15, 2019. Follow the steps in point 4 to return to your application form.



- 14. Once you have uploaded all of your required documentation, click **Submit for Approval**.



- 15. A pop up will appear, asking you to confirm. If you are ready to submit your final bursary application with all supporting documentation uploaded, click **OK**.

