

GUIDE FOR STUDENT'S

PLEASE READ BEFORE COMPLETING APPLICATION FORM

To ensure that you have provided our office with all the information that we require in order to process your application in a timely fashion, we are providing you with a check list and ask that you check items off on this guide as you enter them on your application form.

- Alberta Student Number:** Needed in order for us to request your high school transcript.
- High School Code:** Needed for distribution of High School lists.
- Social Insurance Number:** Application cannot be processed unless SIN is provided. The SIN is required as scholarships are taxable income. If you do not have a SIN please apply for one (1-800-206-7218). You may submit your application without a SIN, but indicated on your application that you will be applying for one. When you do receive your SIN either telephone, email or FAX it to us.
- Surname:** Please print in upper and lower case letters.
- Given Name and one middle initial:** Please print in upper and lower case letters, leave one space and then enter your middle initial.
- Mailing Address:** Please do not use abbreviations. Print everything out clearly in full. Example: Cr. We don't know if this means crescent, circle, court, etc.
- Postal Code:** Self-explanatory.
- Telephone Number:** Self-explanatory.
- Gender:** Self-explanatory.
- Birthdate:** Self-explanatory.
- CITIZENSHIP** (check one)
_____ Canadian Citizenship or _____ Permanent Resident (Landed Immigrant)
(Note: attach a photocopy of permanent resident card or immigration long form. ("Visa Students are not eligible"))
- Alberta Residency:**
 - be a Canadian Citizen or permanent resident,
 - be an Alberta resident – the applicant or the applicant's parent(s) must have resided in Alberta during the qualifying grades.
- Proposed Post-Secondary:** Application cannot be processed without a post-secondary shown. If your study plans are not finalized, indicate your first choice. Should it change simply advise us. This scholarship can be used at a post-secondary anywhere in the world. Do not abbreviate names of post-secondaries. Spell them out in full. If a post-secondary in a different country please supply us with the post-secondary website as we may have to designate it.
- Institution Code:** If not shown on the application form or at the www.alis.alberta.ca/pdf/scholarships/codes.pdf, contact Alberta Scholarship Programs and we will be able to provide you with the information.
- Entry Date for Program:** Indicate month and year so we know when to process your application. You need not apply until the year you plan on attending full-time post-secondary studies. ***There is no time limit on this scholarship.***
- Signature of Applicant:** If application is not signed the application will be sent back to the applicant for signature.

We thank you for being thorough in completing your application form.

WE DO NOT ACCEPT FAXED APPLICATION FORMS