

## Applying for Awards/Work Study: ON-LINE



**Scholarships • Bursaries • Work Study**

Go to the University of Windsor, Student Awards & Financial Aid website @ <http://www.uwindsor.ca/awards>

- Click on **Scholarships & Bursaries > Internal Scholarships & Bursaries**
- Click on **ON-LINE AWARDS SEARCH – AWARDS INFORMATION**
- Click on **Student Information System** (Note: Your session on the SIS will be timed-out after a period of 15 minutes of inactivity.)
- Log on with your **Student Identification Number** and **Personal Access Code**, or if you have not yet been given one, please log on as a **"GUEST"**
- Click on **Search for U of W Scholarships, Awards and Need-based assistance (including the Work Study program) you may be eligible for**

Confirm and complete the data required to conduct the search for the appropriate term. Please note that many awards have specific criteria which will be compared with your profile to determine your eligibility for consideration. Some of these criteria include:

- Minimum cumulative average
- Minimum course load
- Citizenship and/or residency requirements
- Minimum level or number of courses completed

If your Awards Search comes up "No Matching Records Found", one of the above conditions may not have been satisfied.

- Click on the **Do Awards Search**  
When the list of awards to which you may be eligible comes up, click on the specific award(s) which you may want more information about. Be sure that you have studied the criteria outlined, that you are eligible for consideration, and if the award requires an application...
- Click on **Apply On-line**  
Please be sure to read and answer each question appropriately. Need based awards require the completion of a budget. Once **your budget AND application** have been submitted it will not be possible to amend your responses on the web. If your situation changes and you wish to add/change information please submit a signed and dated written statement to the Student Awards & Financial Aid Office.
- Click on **Submit** (You must first SUBMIT your budget, THEN SUBMIT your application)

**See over for additional instructions.....**

**Note that when submitting documentation**, explanations of special circumstances, receipts or other corroboration of your situation to the office, you should be sure to clearly mark each page with your full name and Student ID # and indicate the award to which it applies (for example, Re: Work Study, OSAP, or name of specific award). For your convenience, you may choose to print off the **cover page** available from the web and attach it to your submission. The submission deadline for supporting documentation is the application deadline.

You may submit this documentation.....

**By mail:** Student Awards Office  
401 Sunset Avenue  
Windsor, Ontario  
N9B 3P4

**By fax:** (519) 973-7087

**In Person:** Drop Box  
In entrance to the office, annex to the Neal Education Building, corner of  
Sunset and Fanchette Avenues

**IMPORTANT!!!**

**Responses from our office will be directed to the mailing address or email address indicated on the Student Information System.** Please ensure that you keep this address and your phone number current. Note that you will be given consideration for awards requiring Ontario residency only if the current address listed is in Ontario.

**TIPS**

When answering questions which require a dollar value, please:

**Do not** enter a dollar sign (\$)

Enter dollars only, **not cents** (for example 478, not 478.50)

**Do not** use commas (for example 1234, not 1,234)

**BUDGET**

If you are studying for one term only (eg. Intersession/Summer Session, Fall **or** Winter), please enter resources and expenses for **4 months only**. If you are in attendance for the regular academic year, please use **8 months**. Please be sure to include the details of your spouse's income (including OSAP) if you are married.

**Exceptional expenses must be documented.** Please submit supporting documentation to the Student Awards Office clearly marked with your name, Student ID # and the name of the program the documentation relates to (eg. OSAP, Work Study etc.)

**Application availability for Work Study for all student:**

TERM(S)	UNDERGRADS
Fall & Winter	July 1
Winter Only	November 15
Inter/Summer	March 21



**Application availability for In-Course & Graduate Bursary Assistance:**

TERM(S)	UNDERGRADS	GRADUATE STUDENTS
Fall & Winter	July 1	October 15
Winter Only	November 1	N/A
Inter/Summer	March 21	June 16