

Steps for Uploading a Document

1. Select "Upload a Document" or "Online Application".

Full-time Students for 20XX-20 YY academic year (August 1, 20XX to July 31, 20YY)

Before you apply:

- ▶ Information guide
- ▶ Dependent student applicant information
- ▶ Students with permanent disabilities information sheet
- ▶ Your university or college must be designated
- ▶ When to apply and timelines of what to expect
- ▶ Applicant checklist

To apply:

- ▶ Online application
- ▶ Upload a document
 - Steps to upload a document
 - Frequently asked questions on how to upload a document
- ▶ Paper application instructions
- ▶ Printable application
- ▶ Application for the Canada Student Grant for Services and Equipment for Students with Permanent Disabilities

2. Sign into or create your Student Financial Assistance Profile. This step is required so we can associate documents with your file.



Student Financial Assistance Application Full-Time Study

Need help?

How to avoid delays with your application

- Student Category
- Income Tax
- Permanent Resident/Protected Person of Canada

Application Checklist

Important Forms

- Request for Program Information
- Medical Assessment Form

TOLL-FREE NUMBER
1-800-667-5626

Login

Welcome to the New Brunswick Student Financial Service OnLine Application.

Please enter your Social Insurance Number.

Social Insurance Number: NNN-NNN-NNN

3. On the welcome page, select “Upload a Document”.

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Welcome

Applicant Profile

Name:	Test 3 Document-Upload
Social Insurance Number:	321-125-379
Date of Birth:	1994-11-08

Verify the accuracy of the information in your profile

- Name - must be your full legal name, in correct format.
- SIN - as it appears on your social insurance card.
- Date of birth - must be yyyy-mm-dd

If any of these details are inaccurate they must be updated. Click [Modify Profile](#).

If you need to send a document, click [Upload Document](#).

Application History

If your application has a status of incomplete, you must continue filling it out or cancel it before submitting another application.

Forms Available	Institution	Study Period	Date Created	Status

4. Select “Browse” to choose the file that you want to upload. The file must have a name, it must be in PDF and the file must be smaller than 4MB.

Need help?

Want to avoid delays with your application?

- Student Category
- Income Tax and Elected Split Pension
- Permanent Resident/ Protected Person of Canada
- What forms do I need to submit?

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Select a file to be uploaded: Browse

Upload Cancel

If your document is multiple pages, please upload it as one file.

Each different document type should be uploaded separately. For example, a “Medical Assessment Form” should be uploaded separately from a “Request for Program Information” form. Not following these guidelines will result in delays in processing your application.

Note: files uploaded must be smaller than 4MB in size and must be in PDF format.

- Once your document has been selected, select "Upload".

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File uploaded successfully

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