

# STEPS FOR UPLOADING A DOCUMENT

1. Select “Upload a Document” or “Online Application”.

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

## Before you apply:

- ▶ [Student financial assistance handbook](#)
- ▶ [Program highlights and funding information](#)
- ▶ [Dependent student applicant information](#)
- ▶ [Presentation on student financial assistance for full-time post-secondary students](#)
- ▶ [Students with permanent disabilities information sheet](#)
- ▶ [Your university or college must be designated](#)
- ▶ [When to apply and timelines of what to expect](#)
- ▶ [Applicant checklist](#)
- ▶ [Students studying outside Canada](#)

## To apply:

- ▶ [Online application](#)
- ▶ [Upload a document](#)
  - ▶ [• Steps to upload a document](#)
  - ▶ [• Frequently asked questions on how to upload a document](#)
- ▶ [Printable 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?

**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?

**Application Checklist**

**Student Financial Assistance Handbook**

**Program Highlights and Funding Information**

**Important Forms**

- Request for Program Information
- Medical Assessment Form

**Upload a Document**

- How to upload a document
- FAQs

Contact Us:  
1-800-667-5626  
506-453-2577

### Login

Welcome to the New Brunswick Student Financial Service OnLine Application.

Please enter your Social Insurance Number.

Social Insurance Number:  NNN-NNN-NNN

Submit



3. On the welcome page, select "Upload a Document".

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## Welcome

### Applicant Profile

Name:	Test13 Test2022
Social Insurance Number:	123-987-315
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](#).

The application for the 2021-2022 Academic Year is now available.

We are currently completing system changes required to assess applications for the 2021-2022 academic year; however, we encourage you to apply as soon as possible. Early submission of applications will allow us to review applications to determine if additional information or documentation is required.

**Please note that assessment results (i.e. how much funding you will receive) will not be provided until all the required information has been received and the system changes have been completed.** We anticipate system updates to be completed by late June.

**Please ensure all information provided in your application is complete and accurate before submitting, and that all relevant documents (if applicable) are submitted when you apply or as soon as possible after your application is submitted.**

### 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
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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?](#)

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## Student Financial Assistance Application Full-Time Study

Select a file to be uploaded

**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.



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

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