

# NEW FULL-TIME STUDENT LOAN APPLICANTS

**NEW APPLICANTS = APPLICANTS WHO HAVE NEVER RECEIVED FUNDING FROM STUDENTAID BC AND DO NOT HAVE A PRIOR SIGNED MSFAA.**

## 1 CREATE STUDENTAID BC ACCOUNT

Register online for a StudentAid BC (SABC) dashboard account at [www.studentaidbc.ca](http://www.studentaidbc.ca).

- Click on [Login/Register](#) to start your account & application process.

## 2 VERIFY IDENTITY

Verify your identity to gain access to the [StudentAid BC Application](#) for full-time studies.

### 19+ YEARS OF AGE

- 1) Activate your BC Services Card account using either your photo [BC Services Card](#) or [BC Driver's License & Services Card](#) (combo card) at a Service BC Office.
  - Service BC Office locations  
<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/citizens-services/servicebc>
- 2) Log onto your SABC dashboard account with your BC Services Card.
- 3) Apply and submit the StudentAid BC Application for full-time studies.

### <19 YEARS OF AGE

- 1) Visit a Service BC Office to complete the identity attestation process and bring all of the following:
  - a. [Two pieces of original identification documents \(ID\)](#) – one of them must include a photograph of you. (See list of approved types of primary and secondary ID on the next page.)
    - i. One primary piece of ID
    - ii. One secondary piece of ID
  - b. Printed copy of the [Attestation of Identity Verification Form](#) that was uploaded to your SABC Dashboard.
- 2) Provide evidence of your identity attestation to StudentAid BC by uploading the following to your SABC Dashboard:
  - a. Completed, stamped and signed [Attestation of Identity Verification Form](#)
  - b. Photocopy of the front and back of each piece of the two ID (primary and secondary).
- 3) Access and complete StudentAid BC Application after receiving email from SABC about completeness of your [Attestation of Identity Verification Form](#).

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\*\*\* APPLICANTS WHO HAVE AN EXCEPTIONAL CIRCUMSTANCE OR ARE STUDYING OUT OF PROVINCE AND CANNOT VISIT A SERVICE BC LOCATION MUST CONTACT STUDENTAID BC AT 1-800-561-1818 TO REQUEST PERMISSION FOR THE [GUARANTOR FORM](#) AND FURTHER INSTRUCTIONS ON HOW TO COMPLETE IT \*\*\*

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## ACCEPTABLE PRIMARY ID

- ✓ BC Services Card
- ✓ BC Identification (BCID) card
- ✓ B.C. Driver's Licence
- ✓ Non-B.C. Driver's Licence
- ✓ Passport
- ✓ Secure Certificate of Indian Status/Indian Status Card issued by Indigenous and Northern Affairs Canada
- ✓ Original citizenship papers or immigration documents: Record of Landing (IMM1000), Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292), Permanent Resident Card, Canadian Citizenship Certificate (after February 1, 2012), and a refugee protection claim or Temporary Resident Permit (IMM1442)

- ✓ Canadian Citizenship Certificate issued prior to February 1, 2012 (wallet sized card issued and includes photo)

## ACCEPTABLE SECONDARY ID

- ✓ Bank/Credit card (name must be imprinted on the card and must be signed)
- ✓ Birth certificate
- ✓ Employee ID card with photo
- ✓ Social Insurance Number Card
- ✓ Canada Revenue Agency Notice of Assessment from the T1 General Income Tax and Benefit Return
- ✓ Student card (school ID)
- ✓ Any identity documents listed as "Primary" identity documents

## 3 COMPLETE & SUBMIT E-MSFAA

- 1) Check for **Notification of Assessment (NOA)** via your SABC dashboard.
  - a. NOA will appear when your student funding has been approved.
- 2) Check for "Welcome Email" from the National Student Loan Service Centre (NSLSC) within 2 to 3 business days following NOA.
- 3) Create a secure NSLSC account using your 10-digit MSFAA number.
  - a. 10-digit MSFAA number can be found on your NOA.
- 4) Submit electronic MSFAA (e-MSFAA) via NSLSC account.

## 4 CONFIRM ENROLMENT

After your e-MSFAA has been processed by the NSLSC and before your student loan and/or grant money can be released, your school must confirm that you are enrolled in an eligible, full-time post-secondary program for the entire study period for which you have been awarded funding.

Douglas College confirms student enrolment online directly to SABC near the start of classes. Once your confirmation of enrolment is processed, your student loan and/or grant funds can be released.

## 5 RECEIVE FUNDS

After your e-MSFAA has been processed and your enrolment has been confirmed, your funds will be either deposited electronically into the bank account you have specified, and/or forwarded to your school. The deposit usually occurs within seven business days of the confirmation of enrolment date.

**StudentAid BC (SABC)** [www.studentaidbc.ca](http://www.studentaidbc.ca) (1-800-561-1818)

**National Student Loan Service Centre (NSLSC)**  
[www.csnpe-nslsc.cibletudes-canlearn.ca/eng/SignOn.aspx](http://www.csnpe-nslsc.cibletudes-canlearn.ca/eng/SignOn.aspx) (1-888-815-4514)