Online Part-Time Student Aid Application
Need Help General Instructions 2025-26

Before You Start

Checklist for Completing your Application

As you enter the application, read the instructions by pressing **Need Help** on each screen. This Help contains essential information you need to know to complete the application. You should review the overview of the student aid program in the Saskatchewan Student Aid Handbook. The handbook is available from the "About Student Loans" link located on the left side of each screen. The following tips will help you through the application process.

- Make sure you have your Social Insurance Number (SIN).

- If you are married, you will need your spouse's SIN and birth date.

- If you have dependent children, you will need the HSN and birth date for each child.

- Make sure the email you used to set up your portal account is one you check often because you will receive an email when your application is processed.

- Make sure you have access to a printer as you may need to print documents at the end of the process.

- Keep your browser maximized through the application process to view the full screen.

- Do NOT use the Back button at the top of browser. Use Back, Next or Cancel at the bottom of each screen

- Press Next on each screen to save your information. Pressing Back or Cancel does not save the information.

- Apply early! You may apply for student aid before you are officially accepted into your program as long as you know the school and the dates of study. It is recommended that you apply at least two months prior to your student period start date.

- The information reported must be current as of the date of application.

- Important Deadlines: Applications and any changes to information must be received 30 days before your period of study end date to allow time for processing.

- You may be asked to confirm the information you declare on the application. Make sure you keep all documents related to the information you provide about yourself and your spouse.

- If you do not press the Submit Application button on the "Review/Submit Application" screen, the information you have entered will be **deleted in 30 days.**

- It is your responsibility to understand and complete all applicable questions in the application. If you wish to discuss any aspect of student assistance with a Student Services Representative, please call 1-800-597-8278. Have your SIN ready when calling the Student Service Centre.

It is an offence under *The Canada Student Financial Assistance Act* and *The Saskatchewan Student Assistance and Student Aid Fund Act, 1985,* to knowingly give false or misleading information on your application or other forms. Offences may also be punishable under *The Criminal Code of Canada*. All of the information you provide is subject to verification and audit.

Create/Update/Delete an Application

Create Application

To begin entry of your application for student aid, make sure you select the correct loan year according to the instructions under "Create Part-Time Student Loan Application".

Update or Delete Application

You will be able to return to your portal account to update or to delete your online application if you do not finish the process by submitting the application. Once the application has been submitted and your enrolment has been confirmed, no changes can be made to your application. If you wish to cancel your application, please contact the Student Service Centre at 1-800-597-8278.

DO NOT APPLY TO MORE THAN ONE PROVINCE.

Read the Saskatchewan Residency questions on the application and contact the Student Service Centre if you require additional help.

Review/Submit Application

When you press **View Application** you can review the information you have entered to ensure it is accurate.

If there are errors or omissions, return to the screen to update the information. Remember to press Next to save the information on each screen.

You can access each screen by pressing the relevant button on the left hand side of the entry screen.

When you are confident the information is accurate, print the application information for your records.

When you press **Submit Application** your online application will be submitted electronically to the Student Service Centre.

If you receive a message indicating information is missing, click the link to the screen stated in the message and update the information. Once you have updated the information, return to the "Review/Submit Application" screen and submit the application again. You will then be taken to the "Required Documents and Forms" screen.

Required Documents and Forms

If you are having trouble printing the required documents or if you do not have a printer, please contact the Student Service Centre toll free at 1-800-597-8278 to have the documents mailed to you. You must print all of the documents listed on
this screen.

If this is your first student aid application you must read and check the box as your agreement to the Applicant Consents, Authorizations and Agreements. Spouses of married applicants will need to read and sign a form that indicates consent, authorization and agreement. These documents must be submitted to the Student Service Centre to finalize the processing of your student aid application.

These documents will only need to be signed and sent in once in your academic career, unless there is a break in student financial assistance for a period of two or more years.

You will be required to print the Program Information Form. This must be completed by your school and mailed to the Student Service Centre.

Alternatively, you can submit your documents (e.g., Program Information Form, spouse/partner's signed Declaration and Canada Revenue Release) online by using the uploader feature of your [Advanced Education Student Portal](#) account. If someone will be submitting supporting documents on your behalf (e.g., your school submitting a completed Program Information Form) these documents (including receipts) can be submitted online using the [Post-Secondary Document Uploader](#).

To protect your privacy, information about your application will not be released to a third party without your consent. If you would like your spouse, your parents or any other person to discuss your application with the Student Service Centre and/or the Nationla Student Loan Service Centre (NSLSC), you must complete and submit the [Consent to Release Information Form](#). You are not required to list individuals at your educational institution on this consent form because you provide consent to share information between your school and the Student Service Centre when you sign your *Applicant Consents, Authorizations and Agreements*.

Once All Required Documents and Forms Are Received

New Students

If you are eligible to receive student aid and this is your first application, you will receive your Assessment Summary Letter, a 10-digit Master Student Financial Assistance Agreement (MSFAA) number and instructions on how to complete the Agreement.

The MSFAA is a multi-year, legally binding contract that requires a one-time signature. It outlines your responsibilities and terms and conditions of accepting and repaying your provincial and federal student loans.

You must complete the Agreement yourself. School officials and other third parties are not allowed to complete the MSFAA for you.

After you receive your Assessment Summary Letter and MSFAA number, the NSLSC will process your MSFAA. You will receive an email from the NSLSC with the subject line, "Action Required: Complete your MSFAA to Get Your Student Funding" with directions on your next steps.

You need a My Service Canada Account (MSCA) in order to access your NSLSC account. Avoid delays in receiving your funds by registering for an MSCA early to ensure you have enough time to access your NSLSC account and sign your MSFAA.

Once you have your MSCA set up and have received your Assessment Summary Letter and MSFAA number, log into your MSCA portal and select the NSLSC tile. To confirm your loan/grant approval, you will need to:

- **Confirm your personal and contact information**. Ensure all your details are accurate.

- **Complete your communication preferences**. Choose how you would like to receive updates and notifications.

- **Provide your bank account information** so that your student funding can be deposited directly into your account and avoid any delays.

- **Review and accept the terms and conditions of the MSFAA**. For this step, you will need your MSFAA number.

You must complete the MSFAA process to receive your student aid. By signing the MSFAA, you agree to accept responsibility for all funding you receive from that date forward. You will not have to sign another agreement for future funding.

For questions about the MSFAA process, visit [NSLSC FAQ](#) and refer to ["Step 3: Review and accept the MSFAA terms and conditions."](#)

Returning Students

If you are a returning student and have already signed an MSFAA, you do not need to complete the process again unless you leave full-time study for two years, establish residency in a new province or territory or your previous MSFAA was for different funding (e.g., switching from full-time to part-time student aid).

If you do not need a new MSFAA, the NSLSC will notify you when your student aid funds are disbursed (usually by email, but depends on the communication preferences you specified in your NSLSC account).

Keep your contact information (address, phone number, email) up-to-date on your NSLSC account.

If any of your personal information changes (e.g., name, SIN, date of birth), contact the NSLSC directly to update it.