

## **Student Checklist - Important 2006 - 2007**

Besides your completed application you must provide other supporting documentation depending on your student category.

### **All Students**

- Your official 2005 Income Tax and Benefits Return (T1 and Schedule 1). Refer to page 22 in the "Focus on Your Future" guide for information on other acceptable income tax documentation.
- Verification of successful completion of your previous academic year in which you had a student loan (if applicable)
- If you are planning to go to school outside of the Atlantic provinces you are required to submit a "Academic Information" form, to be completed by the educational institution
- A photocopy of your Protected Persons Status Document to verify your Convention Refugee or Protected Person status as defined under Canadian Immigration Legislation (if applicable)

**For information on how to get your official copy of your "2005 Income Tax and Benefits Return" (T1 and Schedule 1) call CRA at 1 800 959-8281.**

### **Dependent Students**

- Your parents' official 2005 Income Tax and Benefits Return (T1 and Schedule 1). Refer to page 22 in the "Focus on Your Future" guide for information on other acceptable income tax documentation.
- Verification of other dependent children in your family, include any children in your family who are attending post-secondary education. (i.e. copy of health card, birth certificate, etc. (if not previously submitted))
- Waiver signed consenting to the release of information to your parents (optional)

### **Independent Students** (if you are claiming independent status due to two years in the work-force)

- Verification of your work history from employer(s) to verify two periods of 12 consecutive months in the full-time workforce with a minimum gross income of \$7,500 per 12 month period without being a student (verification could also be your 2004 and 2005 Income Tax and Benefits Returns)

### **Married or Common-law Students**

- Spouse/common-law partner's official 2005 Income Tax and Benefits Return (T1 and Schedule 1). Refer to page 22 in the "Focus on Your Future" guide for information on other acceptable income tax documentation.
- A letter/pay stub dated within the last 4 weeks from your spouse/common-law partner's employer showing gross income
- Verification of your dependent children i.e. copy of health card(s), birth certificate(s) etc. (if not previously submitted)
- Copy of your marriage certificate (if married in the last year and not previously submitted)
- Verification of two consecutive years of co-habitation with your common-law partner (if not previously submitted)

### **Single, Divorced or Separated Students with Dependants**

- Verification of your dependent children i.e. copy of health card(s), birth certificate(s), etc. (if not previously submitted)
- Copy of your divorce or separation agreement (if applicable and not previously submitted)

### **Single, Divorced or Separated Students without Dependants**

- Copy of your divorce or separation agreement (if applicable and not previously submitted)

**Application forms will not be processed unless they are complete and include all required supporting documentation.**

**Applications and supporting documentation will not be photocopied or returned.**

**Deadline dates are strictly enforced. See "Focus on Your Future" guide or website for our deadline dates.**

**[www.studentloan.pe.ca](http://www.studentloan.pe.ca)**

## Important Tips

- Completed applications must be received by July 21, 2006 to guarantee a reply before classes start in September. See pages 28 and 29 of the “Focus on Your Future” guide for all other deadline dates.
- Submit your application and supporting documentation at the same time for faster processing. If your application is not complete it will not be processed.
- Complete applications can take 6 weeks to process.
- Student Financial Services will not photocopy or return documents submitted with an application.
- An “Academic Information” form must be filled out if you are studying outside of the Atlantic Provinces.
- We require official copies or printouts of “2005 Income Tax and Benefits Return” (T1 and Schedule 1).
  - To get your official copy of your “2005 Income Tax and Benefits Return” (T1 and Schedule 1) call CRA at 1-800-959-8281.
  - Other acceptable income tax documentation is listed on page 22 in the “Focus on Your Future” guide.
- Examples of “verification of successful completion of the last year you had a student loan” could be,
  - 1) a letter from your post-secondary institution or
  - 2) a copy of marks or a transcript (does not need to be an official transcript)