

The University of Regina is pleased to offer SAMS, the new Student Awards Management System. SAMS allows you to see every undergraduate scholarship, award, bursary and prizes offered at the University of Regina, apply for awards online and help you to monitor and track the status of your awards application. With SAMS, you can manage and follow every aspect of your financial awards profile.

The Student Awards and Financial Aid website has useful information, such as a glossary of terms, FAQs and award rules and regulations to help you understand how scholarships & awards work at the U of R.

There are 5 easy steps to apply for awards on SAMS with written and video instructions available online to you help along the way.

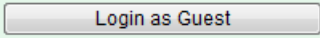
Step 1: Go to SAMS

SAMS is found on the Student Awards and Financial Aid website:

www.uregina.ca/safa/awards/SAMS/index.html. Click on the Log In to SAMS button to get started or check out the Instructions and Help button which has useful videos and written instructions to help you get started.

Step 2a: Login as Guest to look around

OR

If you want to just look around at the awards available at the University of Regina, you can click on the  button. You can search for awards and read up on the requirements to be eligible without having to register in the system.

Step 2b: Register as User

If you know that you want to apply for awards, click on  and fill out the fields listed. Filling in your U of R Student ID (recommended) and Sask Ed Learner ID (optional) will help us to bring in all your admission and academic information to SAMS.

For instructions on how to register as a user in SAMS:

written: www.uregina.ca/safa/assets/docs/pdf/how-to-register-in-SAMS.pdf

video: www.youtube.com/watch?v=XQkSpdSAzFA

Step 3: Search for awards that you may be eligible to apply for

When you are logged in as a registered user, there are a few pre-made searches available for you:

Awards Currently Accepting Applications	<ul style="list-style-type: none"> ➤ Will show you only the awards that are open for students to apply for right now ➤ Pay attention to the award types: are you an Entering or Continuing student?
Search All Entrance Awards	<ul style="list-style-type: none"> ➤ Will show you all the awards that are for students who are entering the University of Regina ➤ Pay attention to the award deadline dates: most Entrance Awards have a deadline in March (before you start your studies at the U of R) or October (when you are in your first semester)
Search All Awards	<ul style="list-style-type: none"> ➤ Will show you every single undergraduate award available at the U of R

Step 3:
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When you are looking at the list of awards, you can filter, sort, and search on different criteria to help narrow your search. Click on the name of the award to get details on the award, such as average requirement, faculty of study, and other eligibility requirements.

You can also download your search to Excel to help you keep track of the awards you are interested in.

For instructions on how to search for awards using SAMS:
written: www.uregina.ca/safa/assets/docs/pdf/how-to-search-awards.pdf
video: www.youtube.com/watch?v=dSi7_KMyD5k

Step 4: Apply for awards

As you read up on the awards, each time you find an award that you want to apply for, click **Apply for Award** at the top right corner of the screen. Clicking on **Apply for Award** is the same thing as putting a checkmark in a box or saying 'yes' on a form, you are telling us that you want to be considered for this award.

For instructions on how to apply for awards in SAMS:
written: www.uregina.ca/safa/assets/docs/pdf/how-to-apply-awards.pdf
video: www.youtube.com/watch?v=cRr2Bs_7C2Q

Step 5: Fill out and submit your application

Once you have gone through and selected all the awards you want to apply for, click **Go to My Applications** at the top right corner of the screen. This will take you to your full award application form. The menu on the left side of your screen shows you every section of your award application. Use the and buttons to move you through each section of the application form. As you go through each section, you will see information that we have pulled into your awards application from the University system, such as your faculty and program of study. In some sections, you will also need to provide additional information to complete your application, such as Social Insurance Number, special requirements for awards, and extra-curricular involvement. You will only be asked to provide information that is required for the awards you have applied for.

When you have finished filling in all the additional information and you are confident that everything is correct, simply submit your application and you are done! (If an award requires reference letters, be sure to have the letters sent directly to Student Awards and Financial Aid from your reference.)

For instructions on how to fill out and submit your awards application in SAMS:
written: www.uregina.ca/safa/assets/docs/pdf/how-to-fill-out-awards-app.pdf
video: www.youtube.com/watch?v=2bG9oB1_HnY

We are here to help!

Contact us with any questions or for additional help.

In Person: Student Awards & Financial Aid
Room 207, Administration Humanities Building
University of Regina

Email: scholarships@uregina.ca

Phone: 306-585-5556

**I want to apply for awards
at the University of Regina...now what?**

**We are available Monday to Friday
from 8:15 a.m. to 4:15 p.m.**

Website: www.uregina.ca/safa

29 Jan 16