

Navigating the System:

A Guide for B.C.
Deaf & Hard of Hearing Students
who are planning to attend

Gallaudet University
or
RIT/National Technical Institute for the Deaf

This document has been written to assist B.C. Deaf and Hard of Hearing students in their journey as they apply for admission to **Gallaudet University** or **RIT/National Technical Institute for the Deaf**, as well as their application through the StudentAid B.C. system (loans, grants etc.). The reader MUST go to the websites for: StudentAid BC, Gallaudet University, RIT/National Technical Institute for the Deaf and the U.S. Department of Homeland Security in order to access the correct and official information.

This document is based on personal experience, written in a user-friendly format for English as a Second Language Users and is designed to offer suggestions and to be used only as a guide to assist B.C. Deaf & Hard of Hearing students in navigating a very complicated system.

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INTRODUCTION

This report is written for Deaf students who are planning to attend either Gallaudet University (located in Washington DC) or the RIT/National Technical Institute for the Deaf (located in Rochester, New York).

In this document: **Gallaudet University** will be referred to as: **GU**
National Technical Institute for the Deaf (at Rochester Institute of Technology) will be referred to as: **NTID**

This document has been written directly for you, the Deaf student, as you:

- apply to GU/NTID.
- apply for B.C./Canada student loans and grants
- apply to U.S. Department of Homeland Security: to allow you to study in the U.S.

Universities and Government agencies often revise programs, change forms etc. so you need to be aware that there may be some changes that are not referred to in this document. Do not assume that this document contains the most up-to-date information. You need to make sure you read all the information on all the application forms and websites. GU/NTID, StudentAid BC and U.S. Department of Homeland Security will always have the most up to date information.

On page 20, you will find access to sample documents that are referred to in this document. You can click on each document tab to see the sample document or you can print the entire 178 pages of sample documents from the FNDC website www.fndc.ca.

Read this document from beginning to end. Then, go back and work through each section. Starting on Page 9, you will see an *18 Step Guide to: What You Need To Do and What You Can Expect*. These steps may not all happen in the exact numbered order. The numbers are meant as a general guide for you.

This document will assist you in navigating through this system independently, or with support, if needed. The information in this document may feel overwhelming at times, but the goal is to educate and give you suggestions to guide you in your journey.

If there are any mistakes, changes or updates that you see in this document, please send an email to:
Family Network for Deaf Children: fndc@fndc.ca

Suggestions:

- Share this document with your parent (or an adult) that can be your support person because this is a complicated process, especially while you are in school in the U.S. This process involves documents that must be filled out correctly. If forms are not filled out correctly and quickly this can affect your university acceptance, your eligibility for student loans & grants and your ability to be approved for your U.S. Department of Homeland Security Forms (which allow you to study in the U.S.)
- Work closely with your International Counsellor at GU/NTID to assist you with your application.
- Work with a Counsellor at the Youth Transition Program (Provincial Services for the Deaf & Hard of Hearing) located in Burnaby. The Youth Transition Program has read this document and is aware of the process. They have counsellors that are fluent ASL users and will be able to guide you through your transition to GU/NTID.

INFORMATION ABOUT:

Gallaudet University & National Technical Institute for the Deaf

Gallaudet University (GU) Washington, DC

Gallaudet University, federally chartered in 1864, is a bilingual, diverse, multicultural institution of higher education that ensures the intellectual and professional advancement of deaf and hard of hearing individuals through American Sign Language and English. Gallaudet maintains a proud tradition of research and scholarly activity and prepares its graduates for career opportunities in a highly competitive, technological, and rapidly changing world.

- Fall & Winter Semesters (Aug to May) is the eligible study period for the **B.C. Access Grant for Deaf Students**.
- Email address: international@gallaudet.edu (Admissions Counsellor for International Students)
- Approximate cost for one year for an International Student: **\$34,600.00**

Website: www.gallaudet.edu

National Technical Institute for the Deaf (NTID) (at Rochester Institute of Technology) Rochester, New York

National Technical Institute for the Deaf (NTID), one of nine colleges of Rochester Institute of Technology (RIT), was established by Congress in 1965 to provide college opportunities for deaf and hard-of-hearing students who were underemployed in technical fields. RIT is internationally recognized for academic leadership in computing, engineering, imaging technology, sustainability and fine and applied arts, in addition to unparalleled support services for students who are deaf or hard of hearing working toward associate and bachelor degree programs in mainstreamed and deaf classrooms.

- Fall, Winter & Spring Quarters (Sept to May) is the eligible study period for the **B.C. Access Grant for Deaf Students**.
- **Note:** NTID is converting to the semester schedule beginning in the Fall 2013.
- email address: NTIDAdmissions@rit.edu (Admissions Counsellor for International Students)
- Approximate cost for one year for an International Student: **\$35,000.00**

Website: www.rit.edu/NTID

Note: Applicants for GU/NTID must provide a bank statement or other financial support showing at least \$30,000.00US is available for the applicant's support before their application can be reviewed. Check with your International Admissions Counsellor at GU/NTID for exact details.

INFORMATION ABOUT:

StudentAid BC

StudentAid B.C. Loans, Grants & Directed Programs

StudentAid BC helps eligible students with the cost of their post-secondary education through loans, grants and directed programs. The governments of Canada and B.C. have integrated their full time student financial assistance programs - Canada Student Loans and StudentAid BC - to simplify the borrowers' experience. Your eligibility for loans, grants and directed programs is determined by your **StudentAid BC Application Package for Full Time Students**.

The new **B.C. Access Grant for Deaf Students** is for students planning to study at GU/NTID and is only available for students that qualify for Student Financial Assistance (through the **StudentAid BC Application Package for Full Time Students**). Your eligibility for the **B.C. Access Grant for Deaf Students** and grants for students with disabilities is determined through the **Permanent Disability Programs Application**.

B.C. Access Grant for Deaf Students

The **B.C. Access Grant for Deaf Students** is for deaf and hard of hearing students who are attending a post-secondary institution outside of Canada during the academic year (September through April), where the curriculum is delivered in American Sign Language.

This grant is designed to cover the additional educational related costs incurred while in attendance at specialized post-secondary institutions and after other financial resources are considered. Two institutions are currently eligible: GU/NTID.

To be eligible, you must establish that you are deaf or hard of hearing, and demonstrate financial need by applying for StudentAid BC funding. To apply, complete a **Permanent Disability Programs Application** form and submit the documentation to StudentAid BC for assessment. You must indicate on the application that you are deaf or hard of hearing by having the Verification of Permanent Disability section completed. You must provide a copy of your most recent audiology report with the application. (Note: The Verification of Permanent Disability section of your application is not necessary if you have previously established your permanent disability status with StudentAid BC). You must also indicate the school you will be attending, either GU/NTID.

In summary, B.C. Deaf and Hard of Hearing students who are planning to attend GU/NTID must fill out the following two StudentAid BC documents:

1. **StudentAid BC Application Package for Full Time Students**. This application will determine your eligibility and assessment amount for student loans (B.C. & Canada), disability grants (B.C. & Canada), other grants (low/middle income families, Former Youth In Care, etc.), the **B.C. Access Grant for Deaf Students** and the amount that will be paid by you (and your parents if you are a dependent as determined by StudentAid B.C).
2. **Permanent Disability Programs Application**. This application will verify your permanent disability so that you may be eligible for the disability grants (B.C. & Canada) and the **B.C. Access Grant for Deaf Students**.

StudentAid BC contact information:

PO Box 9173 Stn Prov Govt
Victoria, B.C. V8W 9H7

Phone: 1-800-561-1818 (toll-free in Canada/USA) Fax: 250 356-9455

Website: www.studentaidbc.ca

THINGS TO KNOW/HAVE BEFORE YOU START:

- You need to read the eligibility requirements for GU/NTID and be aware of what you need to have/do in order to complete the student admission application.
- You need to read the eligibility requirements for:
 - **B.C. Access Grant for Deaf Students,**
 - **Permanent Disability Programs Application,** and
 - **StudentAid BC Application Package for Full Time Students,** (including the Instructions and Student Guide).
- You need to keep yourself organized, read everything thoroughly, fill out forms on time and follow up (by email, letter or phone/fax) if you do not receive forms back. You need to make photocopies of ALL paperwork (applications, forms, letters) or scan and save to your computer. It is also important to create a budget for yourself.
- You need to have an email account that you check often. Check your junk mail folder, so you don't miss emails.
- You need to have filed a Tax Return with Revenue Canada for the previous tax year (even if you had no income). **The StudentAid B.C. Application Package for Full Time Students** requires that you state your income from the previous year's income tax.
- Your parents must have filed a Tax Return with Revenue Canada for the previous tax year (if you are considered to be dependent on your parents). If you are considered to be dependent on your parents, your parents will be required to declare their income from the prior year's Income Tax Return, as well as their Canadian/foreign assets (not including RRSPs, principal residence or business).
- You need to have your social insurance number, birth certificate and current passport (Note: it should not expire during the time that you will be at GU/NTID).
- You need to have a Canadian bank account with personal cheques.
- You need to have a current audiogram. A Certified Audiologist needs to fill out, sign and stamp the forms (and include a copy of your audiogram). Two forms require verification from an audiologist: your **International Student Admissions Application** (GU/NTID) and your **Permanent Disability Programs Application** (StudentAid BC).
- You may want to have a trusted adult (ie. parent) that will work with you through the paperwork. This person should be able to understand government forms, formal English and be able to assist with financial management, have access to email, fax and telephone. This person will be your contact in Canada to assist with loan/grant details while you are studying in the U.S. (ie. StudentAid BC, your **Master Student Financial Assistant Agreement**, GU/NTID and your Bank). This person should also have copies of all your paperwork (applications, passport, ID and banking information). Your bank can provide an **Authorization letter** that you can sign to allow this adult to have access to your banking information. In your **StudentAid BC Application Package for Full Times Students**, Section 9 (Release of Information), there is an option for you to fill out for "Release of Information" (give permission) to a parent/adult to access your StudentAid BC information on your behalf.
- You have the contact information for the Youth Transition Program, who have Counsellors fluent in American Sign Language to work with youth transitioning to post-secondary programs.

Youth Transition Program (Provincial Services for the Deaf & Hard of Hearing)

4334 Victory Street, Burnaby, B.C.

TTY: 604-660-1807 Phone(voice): 604 660-1800 Email: psdhh@gov.bc.ca

EXTRA COSTS THAT YOU SHOULD BE AWARE OF:

These are approximate:

Application fee at GU/NTID:	\$50.00	one-time
ACT or SAT testing	\$50.00	one-time
Passport	\$75.00	one-time, but has expiry date
Audiogram & sign Audiology form	\$100.00	one-time
Notary Public to verify finances	\$100.00 (GU requires this)	one-time
I-901 application (SEVIS)	\$200.00	one time, but has expiry date
Out of Country Health insurance	\$300.00 to \$600.00	yearly
Airfare	\$2,000 (\$500 one way)	yearly (includes 1 return trip Dec/Jan)
Personal Living Expenses	\$1,000.00 (approx.)	yearly

Note: Gallaudet automatically includes out of country health insurance (approx. \$1,200.00 per year) for international students. You might want to notify them if you choose not include their health insurance.

Suggestion: You purchase your "Out of Country Health insurance" in Canada before you leave.

BARRIERS THAT YOU SHOULD BE AWARE OF:

- **Short Time Frame.** The time frame is very short because you are not able to request the printed forms from StudentAid BC until June 1st (for the next academic study year). After you request the forms (on June 1st), you should receive the forms in the mail within a few weeks (mid-June). You must be: organized, not make mistakes and act quickly to mail the application back to StudentAid BC. If you act quickly and your application is complete, you should receive a **Notification of Assessment** (in July/Aug) telling you about your eligibility for funding. This is a very short time frame because classes begin at the end of August at GU and at NTID the first week of September.
- **Financial support documents required.** The U.S. immigration laws require that you show valid proof of your ability to pay for at least one academic year of study before a **SEVIS I-20 Form** will be issued. GU/NTID cannot issue you the **SEVIS I-20 Form** until you have these financial support documents filled out and signed. GU/NTID require these financial declaration forms as part of their application requirement. These forms must be filled out by your parents, grandparents, other relatives or friends (sponsors). You will need to read the forms carefully.

Note: The financial support documents does not mean that your parents, relatives or friends are paying for all of your education; it is a document that shows you have proof of an ability to pay (as required by U.S. immigration law). It is not possible to have these forms filled out by the StudentAid BC (guaranteeing your student loans, grants, etc.) because of the short time frame. If you HAVE NOT received your **Notification of Assessment** (how much loan, grant money you are approved for) from StudentAid BC by the date of your departure for GU/NTID, you may need to withdraw your registration to GU/NTID. If you choose to attend GU/NTID without your **Notification of Assessment**, you would be taking a risk and your financial sponsors may need to pay for your education if you are not approved for funding by StudentAid B.C.

- **Additional money.** You will need to have additional money to pay for your education. Hopefully you will be eligible for student loans (B.C. & Canada), Disability Grants (B.C. & Canada), as well as the B.C. Access Grant for Deaf Students. In addition, there is an amount that StudentAid BC expects you and your parents to pay (if you are a dependent) towards your education. The calculations are based on your application and will be different for every student. You will also need to have money for your monthly living expenses while you are attending GU/NTID.

TIMELINE GUIDE:

- Fall/Winter: Fill out your **International Student Admissions Application** to GU/NTID. It is important to complete everything in the application as early as possible.
- Fall/Winter: Book your day to write the **ACT/SAT** exam. Start studying for the exam.
- Fall/Winter: Request the **StudentAid BC Application Package for Full Time Students** (from the current year or last year) to do a "TRIAL RUN". Read the Instructions & Student Guide.
- Winter/ Spring: You should receive a letter from GU/NTID whether you have been accepted or not. Once accepted, you will also receive your **SEVIS I-20 Form** from GU/NTID.
- Spring: With your **SEVIS I-20 form**, you now need to fill out an **I-901 Form** online on the SEVIS website (US Department of Homeland Security). New website: <http://studyinthestates.dhs.gov/>
- Spring: Fill out the **Permanent Disability Programs Application** – and mail to StudentAid BC.
- June 1: On June 1, go online to request that a paper copy of **StudentAid BC Application Package For Full Time Students** be mailed to your home.
- Mid June: **StudentAid BC Application Package for Full Time Students** will arrive from StudentAid BC in the mail. Fill out & mail back ASAP. **Appendix 3** in the application package must be sent ASAP to GU/NTID, and then GU/NTID needs to mail **Appendix 3** back to StudentAid BC.
- July/Aug **Notification of Assessment** arrives in mail from StudentAid BC (this will tell you if you qualify for loan/grants, how much you qualify for and how much of your education costs you need to pay (and your parents if you are a dependent).
- Aug: **Master Student Financial Assistance Agreement** arrives in the mail from StudentAid BC. Take this document to a designated Canada Post Office to be validated. Canada Post will forward this to the National Student Loans Service Centre.
- End of Aug/Sept: On your departure day for GU/NTID, present your **SEVIS I-20 Form** (and other documents, including your **I-901 Receipt**) to U.S. Department of Homeland Security at the border or airport. The port of Entry official will stamp the I-20 and write F-1/DS on it and give you an I-94 (Arrival/Departure) card and put the same stamp and F-1/DC on it as on the I-20. You will now hold F-1 status when entering the U.S.
- End of Aug/Sept: Classes start at GU/NTID.
- Sept/mid Oct: **Confirmation of Enrollment** form is mailed to your home from StudentAid BC. This form needs to be sent to GU/NTID to confirm your enrollment. GU/NTID faxes the **Confirmation of Enrollment** form back to StudentAid BC so funds can be issued.
- Oct/Nov: StudentAid BC Funds are issued to you. Remember: there will be an amount that is required for you and your parents (if you are a dependent) to pay as well. (Those amounts were on the **Notification of Assessment** that was sent to you).

NOTE: This is an approximate timeline that begins the year prior to your studies at GU/NTID. Your timeline will depend on how accurately you complete the forms and how quickly you mail them in.

LET'S GET STARTED!

A Step by Step Guide: What to do? What to expect?

1. *Gallaudet University/ National Technical Institute for the Deaf: **APPLY***

- ➔ *International Admissions Application for GU (Sample): click on TAB A, page 20*
- ➔ *International Admissions Application for NTID (Sample): click on TAB B, page 20*

You should apply as early as possible. Apply in the Fall/Winter of the year before you plan to attend. Contact an International Admissions Counsellor as soon as you think you are interested in attending GU/NTID. Your International Admissions Counsellor will guide you through the process.

To start your application:

Gallaudet University: www.gallaudet.edu

National Technical Institute for the Deaf www.rit.edu/ntid

(follow the links to Admissions for international students)

You may request information to be mailed to your home or you may apply online. If you have questions – contact the International Admissions Counsellor at GU/NTID.

Note: *In the U.S., they refer to 1st year to 4th year students as:*

Freshman – 1st year student

Sophomore – 2nd year student

Junior – 3rd year student

Senior – 4th year student

Both GU and NTID generally need the same information for their applications:

- Complete GU/NTID application form online or print application & mail.
- Pay the \$50 application fee.
- Write the ACT or SAT tests (have test scores sent to GU or NTID or both).
- Declaration of Financial Support.
- Provide audiogram.
- Submit one to two essays.
- Provide official high school transcript (sent by high school) and or/college transcript (provided by Registrar's office if you have reportable college credits).
- Provide recommendation letters.

Read everything on GU/NTID websites about the application process and be in contact with the International Admissions Counsellor.

If there is something that you do not understand on the application forms, be in constant communication with your International Admissions Counsellor to ask for clarification. The counsellors are there to assist you through your application process.

2. ACT/SAT Test: **REGISTER** (and write test)

When should you write the test?

You should write the exam as early as possible (recommend: one year before you plan to attend). Your GU/NTID admissions application cannot be complete until your exam marks are received by GU/NTID.

All U.S. Colleges and Universities require ACT (American College Test) or SAT (Scholastic Aptitude/Assessment Test) testing before you can be accepted. You need to decide if you will write the ACT or the SAT.

What is the difference between the ACT and the SAT exam?

You should research the differences between the ACT and the SAT to decide which test best suits you. The following is an explanation regarding the differences between the ACT and SAT.

ACT TEST

- ACT Includes content-based knowledge and critical thinking questions.
- Emphasizes content knowledge learned in school.
- There is no penalty to the student for guessing on the ACT.
- The questions on the ACT relate more directly to subjects taught in school.
- The ACT tests math, science, reading, English and optional writing.
- The ACT essay is optional.
- Many admissions officers and educators believe the ACT is a better assessment for testing students' "core curriculum" knowledge taught in most schools.
- GU/NTID will accept your ACT scores with or without doing the writing section of the ACT exam.
- GU/NTID recommend that you complete the "writing" section, but it is not mandatory. (GU/NTID already require one-two essays as part of the application process).

SAT TEST

- SAT includes content-based knowledge and critical thinking questions.
- Emphasizes critical thinking and problem solving skills.
- There is a penalty for guessing on the SAT.
- The SAT tests critical reading, math and writing.
- The SAT essay is required.

If you've taken the ACT or SAT more than one time, only your best score will be sent to the college.

What are GU/NTID's Codes for the ACT or SAT exam?

NTID's code for the ACT exam: 2824

Gallaudet's code for the ACT exam: 0662

NTID's code for the SAT exam: 2760

Gallaudet's code for the SAT exam: 5240

The ACT or SAT exams are written on pre-determined days throughout North America only a few times each year. You need to check their websites to register in advance to write the exams. There is a cost of approx. \$50.00 for each time you write the test.

For ACT exams, go to: www.actstudent.org

For SAT exams, go to: www.collegeboard.com

Note: Students with disabilities may apply to have extra time to write the ACT exam, but you must download and fill out forms (include your most recent I.E.P .and copy of your most recent audiogram etc.) Deaf students may also request an interpreter for the ACT exam. The interpreter is only permitted to interpret the instructions for the exam. You will need to read and follow the information on the website to fill out the appropriate paperwork to request an interpreter or request extra writing time.

Suggestion: Purchase a study guide online from the ACT or SAT website or at a bookstore. This is important as the study guide will assist you in knowing what to study. As well, you need to be aware that the test will include some American history and the mathematics portion of the test will be using the Imperial System (ie. inch, feet, mile, gallon, pound etc.).

3. Letter of Acceptance and I-20 Form from GU/NTID: **RECEIVE (in the Mail)**

If you have met all the criteria for admission, your acceptance letter will arrive in the mail from GU/NTID. If you receive a letter declining your admission, you may want to ask GU/NTID for feedback so that you may apply again in the future.

You will be issued a **SEVIS I-20 Form**. The **SEVIS I-20 Form** is a certificate from the school, verifying several things including the fact that you are a student who plans to pursue your academic program to the end and a statement that you are been accepted by the school for a full course of study. A **SEVIS I-20 form** is a required part of an **F-1 Visa application** (as required by U.S. immigration law).

You need to work closely with your International Admissions Counsellor at GU/NTID as they will have access to all the up to date immigration forms, details and law updates. You will receive information including a Student Guide for F-1 students, SEVIS (Student Exchange Visitor Information System) facts, fee information and important U.S. immigration information.

SEVIS (Student Exchange Visitor Information System), U.S. Department of Homeland Security

- A Canadian citizen must have an **F-1 form** and does NOT need a Student Visa for entering the U.S as a student. An **F-1 form** will be issued to you on the day that you cross the border into the United States when you are on your way to GU/NTID to begin your studies.
- A non-Canadian citizen (ie. landed immigrant) will need to apply for a Student Visa. You must go to the closest U.S. Embassy and follow their directions for forms to obtain a Student Visa.

Paying your SEVIS Fee:

- You will receive your **I-20 form** in the mail from GU/NTID.
- At this point, you now need to pay your SEVIS fee.
- Go to: www.fmjfee.com to pay online or mail in your SEVIS fee.
- You need to complete and submit the **I-901 Form**. You must keep the paid receipt.
- Allow several weeks for processing.
- You must have your “paid receipt” for the **I-901 form** with you at the U.S. Department of Homeland Security on the first time that you enter the U.S. on your way to travelling to GU/NTID to study at the beginning of the school year.

4. Last Year's Forms: **PRACTICE** (fill out, but don't mail)

- Sample Student Application Form: click on Tab C, page 20
- Sample Appendix 1: click on Tab D, page 20
- Sample Appendix 2: click on Tab E, page 20
- Sample Appendix 3: click on Tab F, page 20
- Sample Instruction Guide: click on Tab G, page 20
- Sample Student Guide: click on Tab H, page 20

PRACTICE OPPORTUNITY: As soon as possible, it is a wise idea to make a request for the **StudentAid Application Package for Full Time Students** (from a previous year) to be mailed to your home. Read the Instructions and Student Guide. Fill out the forms (as a “practice application” to make sure you are aware of the information you will need to have ready). Do not mail the forms – this is just for your reference only.

When the new forms (for the next academic year) are available on the StudentAid BC website (June 1st), you can request that the new forms be mailed to you and you can fill out the new forms easily and quickly because you did a “practice application” of last year’s forms.

To request the **StudentAid BC Application Package for Full Time Students** for a “practice application”:

- Go to: www.studentaidbc.ca
- “FIND A FORM” (located on left side of page, half way down screen) – CLICK on that.
- “FORMS TO REQUEST BY MAIL” – CLICK on that.
- “FORMS FOR STUDENT TO REQUEST BY MAIL” – CLICK on that.
- Fill out your home mailing address information. Scroll down.
- Choose the current year’s study period (ie 2011-2012)
- Make sure to click CONTINUE and finally click SUBMIT.
- This will take between 2 to 3 weeks for you to receive the Student Aid BC Financial Aid package in the mail.

5. StudentAid BC “Permanent Disability Programs Application”: **DOWNLOAD** (fill out & mail)

- Sample Permanent Disability Programs Application Form: click on Tab I, page 20

The **Permanent Disability Programs Application Form** verifies to StudentAid BC that you have a permanent disability. You will submit this application to StudentAid BC “one time” only and you won’t need to fill this out each year (unless requested).

Where to find this on the StudentAid BC website:

- Go to: www.studentaidbc.ca
- “**STUDENTS WITH A DISABILITY**” (located on right side of screen) - Click on that.
- “**BC ACCESS GRANT FOR DEAF STUDENTS**” - Click on that.
- Download and print off the 8 page application form called: **Permanent Disability Programs Application**

Note: Sections 1, 2 & 4 **MUST** be filled out. You must have a certified audiologist fill out, sign and stamp the form (as well as attach a copy of your audiogram).

Note: Section 3 – SERVICES: This does not need to be filled out because GU/NTID are already accessible for Deaf students (ie: interpreters, notetaking, captioning, etc.).

Note: Section 3 – EQUIPMENT: This needs to be filled out if you are applying for equipment to make your university studies accessible for you because of your disability. For example, you may request a laptop computer. If you request a laptop, “Section 3 – Equipment” must be filled out by the Disability Coordinator/School Official at GU/NTID supporting your request. The **Permanent Disability Programs Application** along with the equipment request should be sent directly to Assistive Technology B.C.

Suggestions:

- Send your **Permanent Disability Programs Application** (without the “Section 3 – Equipment” request filled out) directly to StudentAid BC (so your application can be processed quickly).
- Download another **Permanent Disability Programs Application** (fill out Section 1 and Section 2 again), then send this form to the GU/NTID for the Disability Coordinator/School Official to fill out the “Section 3 – Equipment” to support the request for the equipment needed (ie. laptop). Ask GU/NTID to mail the form directly to Assistive Technology B.C.
- You should contact: Assistive Technology B.C. letting them know you separated the equipment request from your original **Permanent Disability Programs Application**.

Note: Why send two **Permanent Disability Programs Applications**? StudentAid BC needs your **Permanent Disability Programs Application** in order to determine your loan/grant eligibility. The Disability Coordinator/School Official at GU/NTID may choose not to fill out the form until after classes begin. This would delay you finding out about your loans and grants until after classes begin.

Suggestion: Ask for a few extra copies of your audiogram while you are at the Audiologist. You will need this for your GU/NTID application and your ACT test (if requesting extra time for an interpreter).

Suggestion: Mail this filled out **Permanent Disability Program Application** to StudentAid BC in the two months (ie April/May) before you apply for your **StudentAid BC Application Package for Full Time Students** (available on June 1st). This will help to speed up the process.

6. StudentAid BC “Financial Assistance Application for Full Time Students”: **REQUEST** (on June 1)

- ➔ Sample StudentAid BC Financial Assistance Application for Full Time Students, Click on Tabs C, D, E, F, G, H, page 20

The forms for the next academic school year (September to April) are not available until June 1st.

This only gives you three months before starting classes at GU/NTID. On June 1st you must act quickly to request the forms so that you can fill out all your paperwork as quickly as possible.

Note: It could be possible that StudentAid BC does not have the information ready on June 1st. If that is the case, keep checking their website.

These are the forms that will determine your eligibility for StudentAid BC funding. If you are eligible, these forms will determine how much you will receive from your Loans (B.C. & Canada), Disability Grants (B.C. & Canada) and the B.C. Access Grant for Deaf Students. As well, these forms will determine how much you and your parents (if you are a dependent) will financially contribute to your education.

If you are unsure if you are classified as a “dependent” on your parents as defined by StudentAid BC, make sure to read the complete definition for Group A and B students in your **StudentAid BC Application Package for Full Time Students**.

Note: It is extremely important that you read all the rules/guidelines in the **StudentAid BC Application Package for Full Time Students**. It is not possible for them to be included in this document. As well, you need to make sure you are aware of all the forms (ie. Grant for Former Youth in Care, etc.). You don’t want to miss out on any grants that you may be eligible for.

Note: You cannot fill out your application online for the **StudentAid BC Application Package for Full Time Students** because schools in the U.S. are not set up for students to apply online at StudentAid BC. YOU MUST fill out a **Request Form** so that StudentAid BC will mail you a printed copy of the **StudentAid BC Application Package for Full Time Students**. The **Request Form** is online on StudentAid BC’s website.

Note: You will need to fill out this **StudentAid BC Application Package for Full Time Students** every year. For GU, students, you will need to request and fill out two of these packages per year (one for each semester), because GU has a break longer than 3 weeks between the Fall and Winter semesters.

To request the **StudentAid BC Application Package for Full Time Students**:

- Go to: www.studentaidbc.ca
- **“FIND A FORM”** (located on left side of page, half way down screen) – CLICK on that.
- **“FORMS TO REQUEST BY MAIL”** – CLICK on that.
- **“FORMS FOR STUDENT TO REQUEST BY MAIL”** – CLICK on that.
- Fill out your home mailing address information. Scroll down.
- Choose the year of study (ie 2012-2013)
- Make sure to click CONTINUE and finally click SUBMIT.
- This will take between 2 to 3 weeks for you to receive the Student Aid BC Financial Aid package in the mail.

7. **StudentAid BC “Application Package For Time Students”: RECEIVE (in the mail)**

The **StudentAid BC Application Package for Full Time Students** will arrive in the mail. Read the Instructions and Student Guide completely. Make sure you are ready to fill out the application quickly and correctly so that it can be mailed ASAP.

Note: GU students, make sure you have received two copies of the **StudentAid BC Application Package for Full Time Students** (one for each semester). If you only have one copy, fill out the application for the first semester and mail that to StudentAid BC as soon as possible. Request another **StudentAid BC Application Package for Full Time Students** for the second semester.

Note: On the application, you will notice Student Aid BC has given you an application number (top right side of front page). Remember to write down this number for your correspondence with StudentAid BC. This is your unique number for your StudentAid BC application. For GU students: you will have two applications, each with its own number.

8. *StudentAid BC “Application Package For Full Time Students”*: **FILL OUT** (and mail)

- ➔ *Sample Student Application Form: click on Tab C, page 20*
- ➔ *Sample Appendix 1: click on Tab D, page 20*
- ➔ *Sample Appendix 2: click on Tab E, page 20*
- ➔ *Sample Appendix 3: click on Tab F, page 20*
- ➔ *Sample Instruction Guide: click on Tab G, page 20*
- ➔ *Sample Student Guide: click on Tab H, page 20*

You are ready to fill out the application. Remember to print neatly.

Things to Note on your application:

- Question 17 – School Code. Gallaudet’s Code is: **MULH**. NTID’s code is: **MQGA**
- Question 52 – Travel to University. You will need to estimate your travel for 4 one way flights (this includes you coming home Dec/Jan).
- Section 9 – Release of Information. This is very important as it allows a parent/other adult to access information on your behalf while you are studying in the U.S.

Appendix 1 - Parent/Guardian Information

- This form must be filled out by your parents if you are a **Group A** student (dependent on your parents).
- This form does not have to be filled out if you are a **Group B** Student (not dependent on your parents).
- Make sure you read the exact definitions of Group A and Group B Students. Definitions are in the Instructions & Student Guide in the **StudentAid BC Application Package for Full Time Students**.

Appendix 2 – Spouse/Common Law Partner

- This form must be filled out if you are married or in a common law relationship.

Appendix 3 – School & Program Information (to be filled out by GU/NTID)

- **Appendix 3** is an IMPORTANT form. It must be filled out by the Registrar or Financial Office at GU/NTID and sent to StudentAid BC ASAP.
- **Appendix 3** is not a confirmation of enrollment, but is a document that shows StudentAid BC that GU/NTID acknowledge your “intent to enroll” and includes program and financial information from GU/NTID.
- Your financial information cannot be processed until StudentAid BC receives the **Appendix 3**.
- Section A – you need to fill this section out.
- Section B – this needs to be filled out by the Registrar or Financial Office at GU/NTID.
- Section C – if you print your home address in Section C, then, GU/NTID will mail to you, then you must mail to StudentAid BC (this will take too long). See suggestion below:

Suggestion for Appendix 3:

- Don’t print your address in Section C.
- Attach a note asking GU/NTID to fill out Section B and ask GU/NTID to mail directly to StudentAid BC
- Include an envelope (with StudentAid BC’s address on it) for GU/NTID to mail directly to StudentAid BC
- Mail this **Appendix 3** to GU/NTID by priority mail or special delivery.
- Follow up with your International Counsellor at GU/NTID to make sure they received **Appendix 3**, filled it out and they mailed to StudentAid BC

Mailing your Application to StudentAid BC

- Once you have filled out your **StudentAid BC Application Package for Full Time Students, Appendix 1** (if applicable) and **Appendix 2** (if applicable). Put these all in the envelope provided by StudentAid BC.
- Attach a note to your application saying that **Appendix 3** is not included in the envelope. It will be mailed by GU/NTID directly to StudentAid BC.
- This application package needs to be mailed to StudentAid BC ASAP.
- On the front & back of the envelope in **red pen and large print**, write: **BC ACCESS GRANT FOR DEAF STUDENTS** (this will help speed up the process).

Note: StudentAid BC cannot let you know your financial assessment (possible loans, grants etc.) until all the forms from the **StudentAid BC Application Package for Full Time Students** (including **Appendix 3**) are received by StudentAid BC.

9. “Confirmation” from StudentAid BC: RECEIVE (by email)

StudentAid BC will send you a confirmation email saying that they have received your application. You should receive this email about 2 to 3 weeks after you have mailed your completed **Student Aid BC Application Package for Full Time Students** to StudentAid BC.

10. StudentAid BC “Notification of Assessment”: RECEIVE (in the mail)

→ *Sample Notification of Assessment: click on Tab J, page 20*

You will receive a document called a **Notification of Assessment** in the mail. This assessment document will tell you how much you may receive from:

- Canada Student Loans
- B.C. Student Loans
- Canada Disability Grant
- B.C. Disability Grant
- Other Grants (B.C. & Canada)
- Your minimum expected contribution (how much you will need to pay towards your education).
- Your parents’ minimum expected contribution (how much your parents will need to pay towards your education if you are a dependent).
- Your unmet need. The unmet need is the amount that will guide StudentAid BC in determining the B.C. Access Grant for Deaf students.

Note: for GU students, you will receive two Notifications of Assessment (one for each semester). For NTID students, you will receive one Notification of Assessment (for the entire academic year).

11. “Master Student Financial Assistance Agreement”: **RECEIVE** (in the mail & take to the Post Office)

➔ *Sample Master Student Financial Assistance Agreement: click on Tab K, page 20*

You will receive a document called the **Master Student Financial Assistance Agreement** in the mail. This document has several copies attached.

- Make sure you read the instructions that are included with the **Master Student Financial Assistance Agreement**.
- Go to a designated Canada Post Office and bring the following:
 - the **Master Student Financial Assistance Agreement**
 - your social insurance card.
 - One piece of Government issued photo I.D. (passport, Driver’s License).
 - personal VOID cheque.
- The post office will take the **Master Student Financial Assistance Agreement**. They will validate the document, give you a copy and they will forward the document to the National Student Loans Centre.

Designated Canada Post Office

To find a “designated” post office:

- go to: www.studentaidbc.ca
- scroll down near the bottom of the page
- On the left side of the page you will see: “**Designated Canada Post Offices**” - Click there

12. *United States Department of Homeland Security:* **STOP** (at the airport or border)

When you are on your way to GU/NTID (for the first time), you will stop at U.S. Department of Homeland Security at the airport or at the border crossing. You must tell the U.S. Border Protection officer that you will be studying in the U.S.

You will need to have the following information with you:

- **Canadian Passport** (that does not expire in the next year).
- **Canadian Birth Certificate**
- **SEVIS Form I-20**
- **SEVIS Receipt of Payment for the I-901 Form**
- **Admission Letter** from GU/NTID
- **Financial Support Documents** -copies of all Financial Support Documents (bank statement, sponsor’s affidavit, payroll receipt etc.) that you sent to either GU/NTID as part of your application.

THE U.S. Department of Homeland Security Officer will go through all your paperwork.

- Your I-20 Form will be given back to you with a Port of Entry Stamp with a date and F-1/DS (duration of Status) written on it.
- You will fill out an I-94 card (Arrival/Departure Card). Make sure the name you write on the I-94 card is written the same as it is in your passport and exactly the same as the name on your I-20 (your name should be the same in all 3 places).
- The I-94 card should be stapled to your passport.
- Your I-20 Form needs to be signed for travel once every academic year.
- Each time you enter the U.S. When going back to GU/NTID you **MUST** have your passport, I-94 card (or you will be denied entry). (This means Christmas or Thanksgiving holidays as well).
- Your I-20 Form will have an expiry date. Be aware of this date.

Note: give yourself lots of extra time (2 to 4 hours) at U.S. Department of Homeland Security (either at U.S. Border or at the airport) for processing your paperwork. You may want to make sure you have someone with you to interpret. If your paperwork is incorrect or has items missing you may be denied entry into the U.S.

Suggestion: if you live close to a U.S. Border crossing, you may want to take your paperwork to the Border and ask them to pretend that “if you were crossing today, is my paperwork in order? Would I be ready to enter the U.S.?”

13. StudentAid BC - “Confirmation of Enrollment”: **RECEIVE** (in the mail & send to GU/NTID)

➔ *Sample Confirmation of Enrollment: click on Tab L, page 20*

You will receive a document called **Confirmation of Enrollment** from StudentAid BC. The **Confirmation of Enrollment** is important. You will receive one **Confirmation of Enrollment** for each type of funding you will receive (one for B.C. student loan, one for Canada student loan, one for each grant). The **Confirmation of Enrollment** needs to be signed by the Registrar at GU/NTID and faxed to back to StudentAid BC. When StudentAid BC receives this form from GU/NTID, then your loan, grant money will be issued to you (by mailed or deposited in your bank account).

These documents will be mailed to your home in Canada (and will arrive around Sept/Oct). You will be studying in U.S., but the documents will arrive to your home in Canada, so you will need to:

- Ask your parent/adult (that will assist you in Canada) to send the “**Confirmation of Enrollment**” by fax or scan & email to the Registrar at GU/NTID. This should be done ASAP.

Suggestion: Your parent/adult should attach a note asking the Registrar at GU/NTID to fill out the **Confirmation of Enrollment** and send (fax or scan & email) to StudentAid BC.

Note: there will be one document for each type of funding (B.C. & Canada) that you receive (so you may be faxing or scanning & emailing more than one **Confirmation of Enrollment**).

Note: the amount you will receive from B.C. Student Loan will be different from the amount of the Canada Student Loan (two different loans, two different amounts).

Note: On the **Confirmation of Enrollment**, it says: **SECTION 2. Remit this amount to the school.** Fill in the amount that is printed on the **Confirmation of Enrollment**. This amount will be mailed to you at GU/NTID OR if you write down: “0” - the money will be electronically deposited to your Canadian bank account or mailed to your home in Canada.

14. Loan/Grant Money: **RECEIVE** (in the mail or deposited to your bank account)

You may expect to receive loan/grant money in 3 different ways:

1. A cheque (payable to you) mailed to your home in Canada
2. A cheque (payable to you) mailed to the Financial Office at GU/NTID. The Financial Office at GU/NTID will send you an email to let you know a cheque has arrived for you to pick up.
3. An electronic direct deposit to your bank in Canada (you gave them a void cheque so they have your banking information).

All Funds should be direct deposited into your bank account except for the **BC Access Grant for Deaf Students** which will be mailed to GU/NTID.

Suggestion: *You should always check all 3 places listed above to make sure that you have not forgotten about a cheque or an electronic deposit.*

Suggestion *When the cheque arrives by mail to GU/NTID you may want to mail it home to be deposited in your Canadian bank account (to avoid large service charges for cashing Canadian cheques in the U.S.).*

- A bank draft can be purchased in Canada and mailed back to GU/NTID to pay your tuition, room/board, books.
- You need to make sure to check your Canadian bank account online for deposits (loan/grant).
- You and your parents (if you are a dependent) will need to pay your contribution towards your education costs to GU/NTID. The Student/Parent contribution was stated on your **Notification of Assessment**.
- You will need to be aware when your fees for tuition, room & board, books etc. are due at GU/NTID. You will need to check with GU/NTID to see if there are any other financial charges that need to be paid.
- Go through your budget and double check all of your finances (GU/NTID and StudentAid BC).

Note: GU/NTID filled out the costs in Canadian funds on **Appendix 3** several months ago. The loan/grants are being deposited or mailed between September and October. The Canadian/U.S. exchange rates may have changed.

15. *Reassessment or Appeal: **REQUEST** (if needed)*

➔ *Sample Appendix 7 (Request for Reassessment): click on Tab M, page 20*

Not everyone receives the StudentAid BC funding they apply for. If you are not approved for funding or if you think the amount awarded you is too low, you can ask for an appeal of your financial need assessment. An appeal will only be considered if special circumstances set you apart from other students who have not been approved.

A **Reassessment** is used when there is a change in circumstance (ie. your information changes). You will need to request an **Appendix 7 – Request for Reassessment** and state your case in writing.

*An example of a situation that you might request a reassessment would be: you estimated your summer job wages in June when you filled out the **StudentAid BC Financial Application Package for Full Time Students**, but then were unable to find a job.*

An **Appeal** is used to request that StudentAid BC 'set aside policy' (ie. you do not think StudentAid BC should assess parental contribution due to exceptional expenses).

An example of "exceptional expenses" could be that your parent has become very ill and has been unable to work (no income).

Appendix 7 – Request for Reassessment and Appeal Forms can be found on the StudentAid BC website.

16. Sample Documents: **READ** through

It is your responsibility to contact Gallaudet University, National Technical Institute for the Deaf and StudentAid B.C. to make sure you have the most up-to-date and correct documents. For your convenience, sample copies of all the documents have been placed into one 179 page document.

You have two options for the Sample Documents:

1. Go to www.fndc.ca and download all the documents to read or print all 179 pages. It is suggested that you send the document to a Print Centre (ie Staples or Office Depot) to print double-sided. You might find it useful to purchase a set of dividers to organize the sample documents (Tabs A to N).
2. You may click on each Tab below which will go directly to each individual sample document.

SAMPLE DOCUMENTS

Click on the “TAB” below to go directly to the Sample Document:

Gallaudet University:

TAB A Student Admission Application

National Technical Institute for the Deaf:

TAB B Student Admission Application

StudentAid B.C. Application Package for Full Time Students:

TAB C Student Application Form

TAB D Appendix 1

TAB E Appendix 2

TAB F Appendix 3

TAB G Instruction Guide

TAB H Student Guide

StudentAid B.C. – Other Forms:

TAB I Permanent Disability Programs Application

TAB J Notification of Assessment

TAB K Master Student Financial Assistance Agreement & Information

TAB L Confirmation of Enrollment

TAB M Appendix 7

Student and Exchange Visitor Information System (SEVIS) – US Department of Homeland Security:

TAB N SEVIS I-20 Form

17. Checklist: TO DO

- Things to know/have before you start:
 - Read through this document & look through the sample documents.
 - You are organized and ready for all the paperwork (photocopies, fax).
 - You have created a budget for yourself. Be aware of U.S./Canada dollar exchange rates.
 - You have an email account.
 - You have filed an Income Tax Return last year.
 - Your parents have filed an Income Tax Return last year (if you are a dependent).
 - You have social insurance number, birth certificate and current passport.
 - You have a Canadian bank account and personal cheques.
 - You have a current audiogram.
 - You have decided if you want a parent/adult involved to assist you with paperwork. (optional)
 - You have contacted the Youth Transition Program (optional).
 - You have researched “out of country” health insurance.

- Gallaudet University/National Technical Institute for the Deaf: **APPLY** (follow GU/NTID’s checklist)

- ACT/SAT Test: **REGISTER & TAKE TEST**

- Letter of Acceptance and an I-20 Form: **RECEIVE IN THE MAIL**

- Practice Opportunity- Last year’s forms: **REQUEST & FILL OUT** (DO NOT MAIL)

- StudentAid B.C. Permanent Disability Programs Application: **DOWNLOAD, FILL OUT & MAIL**

- StudentAid BC Application Package for Full Time Students: **REQUEST (ON JUNE 1)**

- StudentAid BC Application Package for Full Time Students: **RECEIVE IN THE MAIL**

- StudentAid BC Application Package for Full Time Students: **FILL OUT AND MAIL**

- Confirmation from StudentAid BC: **RECEIVE AN EMAIL**

- Notification of Assessment from StudentAid BC: **RECEIVE IN THE MAIL**

- Master Student Financial Assistance Agreement: **RECEIVE IN THE MAIL & TAKE TO POST OFFICE**

- U.S. Department of Homeland Security: **YOU ARRIVE AT AIRPORT OR BORDER WITH:**
 - Canadian Passport & Birth Certificate
 - SEVIS Form I-20
 - SEVIS Receipt of Payment for the I-901 Form
 - Admission letter from GU/NTID
 - Financial Support Documents

- Confirmation of Enrollment: **RECEIVE IN THE MAIL AT HOME and MAIL TO GU/NTID**

- Loan/Grant Money: **RECEIVE MONEY (CHEQUE IN MAIL OR DEPOSITED TO YOUR BANK)**

- Reassessment or Appeal: **REQUEST** (if needed)

18. Your paperwork is done: *STUDY!*

If you plan to return to GU/NTID for the next academic year, the only StudentAid B.C. paperwork that you should need to fill out is the **StudentAid BC Application Package for Full Time Students** (including Appendix, 1, 2, 3). This package needs to be requested (June 1st) and filled out every year. Make sure you are always aware of expiry dates on your passport and your **SEVIS I-20 Form**.

Enjoy your studies!

Contact Information:

Gallaudet University

Website: www.gallaudet.edu
email: international@gallaudet.edu

National Technical Institute for the Deaf

Website: www.rit.edu/ntid
email: NTIDAdmissions@rit.edu

StudentAid BC

PO Box 9173 Stn Prov Govt
Victoria, B.C. V8W 9H7
Phone: 1-800-561-1818 (toll-free in Canada/USA)
Fax: 250 356-9455
Website: www.studentaidbc.ca

Youth Transition Program

(Provincial Services for the Deaf & Hard of Hearing)

4334 Victory Street, Burnaby, B.C.
TTY: 604-660-1807
Phone(voice): 604-660-1800
Email: psdhh@gov.bc.ca



This document was prepared by: Family Network for Deaf Children
Email: fndc@fndc.ca
Website: www.fndc.ca