



Advanced Education and Training

Manitoba Student Aid
Student Access and Success
401 - 1181 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0T3
T 204-945-6321
www.manitoba.ca

Hello,

You recently applied for Manitoba Student Aid funding and your application was selected for further verification.

Before funding can be disbursed, a video call with a Manitoba Student Aid (MSA) Program representative is required to verify the information you provided on your application.

To schedule your video call, please use the following booking link:

<https://outlook.office.com/book/ManitobaStudentAidVerificationMeeting@gov.mb.ca/?ismsaljsauthenabled>

Please schedule your video call within four (4) weeks of today's date as no funding can be released after your study period has ended.

Once your appointment is confirmed, you will receive a Microsoft Teams link via email to join at your scheduled time. Please check your inbox and spam folder for the invitation. Kindly join the video call using a desktop computer or laptop rather than a mobile device to ensure better audio and video quality.

You will need to present the following documents during the video call. Failure to have them ready may result in your call being rescheduled.

1. Proof of identity

To validate your identity, provide any **two (2) documents** from this list:

- Canadian Passport
- Provincial/Territorial Birth Certificate
- Certificate of Canadian Citizenship
- Certificate of Indian Status or Secured Status Card
- Permanent Residency Card
- Protection Claimant Document from Immigration, Refugees and Citizenship Canada
- Provincial/Territorial identification card with photo identification (e.g., driver's license)
- Military identification card issued by the Department of National Defence
- Métis Citizenship card

2. Proof of bank account

To validate your banking information, provide a void cheque for the bank account where your student aid funding will be deposited.

3. Proof of income

To validate your income, provide a copy of your Notice of Assessment (NOA) from the Canada Revenue Agency from last year's tax return. The NOA must contain line 15000. If you have a spouse or are

dependent on your parents, you must also provide your spouse or parents' NOA.

4. Proof of dependents or siblings

If you claimed dependents or siblings on your Manitoba Student Aid application, provide a copy of a document to prove their identity. Acceptable documents include:

- Government issued identity document
- Canada Child Benefit (CCB) notice

5. Proof of Manitoba residency

To validate your Manitoba residency, provide proof of having lived in Manitoba for at least 12 months in a row as of the start of your study period. Acceptable documents include:

- Lease agreement, mortgage statement, utility bill, etc. in your name
- Confirmation of Permanent Residence (if applicable)

6. Proof of enrolment in post-secondary

To validate your enrolment in a post-secondary institution, provide a copy of your contract, letter of acceptance or welcome email from your school.

After the video call, please mail or drop off a copy of all the documents to our office:

Attention: Verification Unit

Manitoba Student Aid
401-1181 Portage Avenue
Winnipeg, Manitoba
R3G 0T3

Important disclaimer:

The government is actively working to address fraud and misuse of student financial assistance which is intended to help pay for post-secondary studies. Students are expected to attend classes for which they obtained the funding and to maintain satisfactory academic progress. Not attending classes, withdrawing from studies, or not fulfilling loan repayment obligations may result in actions taken against them such as having to repay their debt, or being restricted from further funding. Furthermore, it is an offence to knowingly provide false information for the purpose of obtaining student financial assistance.

The personal information collected by Manitoba Student Aid about you during the video call and in the documents you subsequently provide is pursuant to clauses 36(1)(a) and (b) of *The Freedom of Information and Protection of Privacy Act (FIPPA)*, and section 39.1 of *The Student Aid Act*. The personal information is required to verify eligibility for student financial assistance and to investigate your application, to administer, enforce and evaluate the Manitoba Student Aid Program (including related policies and legislation); and for research, planning and reporting purposes related to the Manitoba Student Aid Program.

Should you have questions, please email MSAAudit@gov.mb.ca.

Sincerely,

Manitoba Student Aid

401-1181 Portage Ave, Winnipeg MB, R3G 0T3

manitobastudentaid.ca