Applying – Step 1: Register and Pay the Applicant Fee

Award Login

Username or email

Password

Log in   🔒 Forgot Login?   ✎ Sign up

If you applied for RNFBC Bursaries last year, **and** you are still using the email address you used then, you should **Log in**.

(Use the 'Forgot Login' if you don't know the password.)

If you are new to this application process, you will need to **Sign up**.

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Applying – Step 1: Register and Pay the Applicant Fee

In order to access the RNFBC Awards and Scholarships application process, you will need to register and pay a **$35 non-refundable** fee.

When your payment has been processed, you will receive an e-mail with login information and instructions for starting your application.

Award Login

Username or email

Password

Log in   🔒 Forgot Login?   ☑ Sign up

RNFBC

Applying – Step 2: Login

Award Login

👤

Username or email

🔒

Password

Log in   🔒 Forgot Login?   ☑ Sign up

RNFBC

Once you have paid your application fee, you will be able to log in to access your application. **You can work on your application as often as needed** until you mark it as 'Complete'.

You *must* mark your application as "**Complete**" on the Statement of Understanding tab **before the September 15th deadline**.

Applying – Step 3: Entering information on your application

You need to be able to see fields in order to fill in the application.

Program of study (select from drop-down menu)	Graduate Degree Masters Other
Explanation of "Other" Program of Study	
Name of Educational Institution	University of Canada, School of Nursing
Graduate Level Only: Select Your Area of Specialization or Field of Study	☐ Clinical ☐ Community ☐ Education ☐ Administration ☐ Policy ☐ Research ☐ O
Explanation of "Other" Area of Specialization	
NP Students Only: Select Your Stream	☐ NP Family Stream: Infants to Older Adults ☐ NP Adult Stream: Adults and Older Adult
Date you started your current program	⌄ / ⌄ / ⌄ 📅

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Applying – Step 3: Entering information on your application

If the application looks like this, you are in 'View' mode.

Application	Contact Info	Personal Information	Academic Program Information

Statement of Understanding   Administration   Admin-UnusedFields

All applicants must complete all fields on this tab that are applicable to y

Program of study (select from drop-down menu)	Graduate Degree Masters Other
Explanation of "Other" Program of Study	-
Name of Educational Institution	University of Canada, School of Nursing
Graduate Level Only: Select Your Area of Specialization or Field of Study	-
Explanation of "Other" Area of Specialization	-

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Applying – Step 4: Saving your Information

You should save your application frequently. You MUST save your work before closing the browser window or logging out of the site. The '**SAVE**' button is found in the bottom of the screen (toward the left corner). If you can't see the button, scroll down.

You need to know that every time you **update** (save) your information, the system will revert to 'View' status; you will be able to see your application, but will not be able to enter new information.

SAVE **CANCEL CHANGES**

Applying – Step 4: Saving your Information

You should save your application frequently. You MUST save your work before closing the browser window or logging out of the site. You need to know that every time you **update** (save) your information, the system will revert to 'View' status; you will be able to see your application, but will not be able to enter new information.

The **'SAVE'** button is found in the bottom of the screen (toward the left corner). If you can't see the button, scroll down.

Applying – Step 5: After Saving

When you have successfully updated your information you will see the message in a green box at the top of your page.

Message

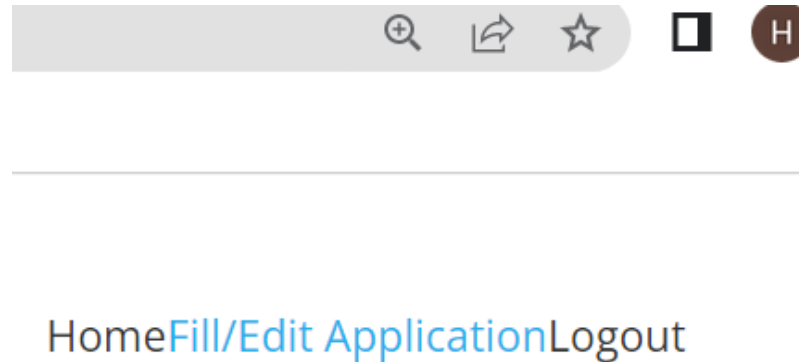Your settings have been saved.

Edit ▼

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Applying – Step 5: After Saving

In order to continue completing your application, you need to get back into 'Edit' mode. There are 3 ways to do this:

Click the box below the message, and select 'Update your profile'.
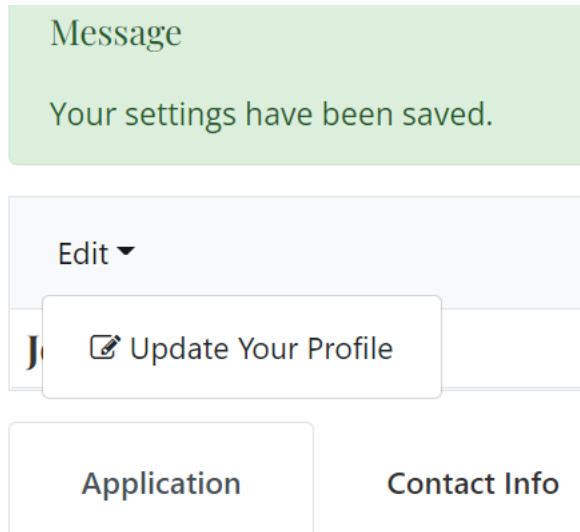
Go to the top right corner of your screen and click 'Fill/Edit Application

Go to the Login box on the home page and click on 'Edit Profile'.

Message

Your settings have been saved.

Edit ▾   ✎

☑ Update Your Profile

Application   Contact Info

Home Fill/Edit Application Logout

Award Login

Log out   View Profile Here   ✎ Edit Profile

Applying – Step 6: The Information Tabs

There are 4 main information tabs, plus the Contact tab.

Edit Your Details

★ Required field | 👁 Field visible on your profile | 👁̸ Field **not** visible on profile

1 Contact Info   **2** Personal Information   **3** Academic Program Information

4 Bursary Selections   **5** Statement of Understanding

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The Contact tab will be populated with information you provided when you registered. You can change your password on this tab.

Applying Step 7A: Personal Information

The top of the Personal Information tab collects basic information.

Important: **All applicants must complete all fields on this tab.**

First Name: Tester

Last Name: Jones

Other legal Name:

I prefer to be known as

Best contact phone number: 4167797364

Street Address: 27 Kitsilano Cres

Street Address 2

City: Richmond

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Applying Step 7B: Personal Information

You must upload a document that proves that you are a resident of BC.

Accepted forms of proof include: *BC Drivers License, BC ID Card, or a Utility Bill.* **Please note that the ID must include your address. Passports and Permanent Residency cards are NOT accepted.**
*Accepted file types: doc, docx, pdf, jpg, jpeg

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The next fields are **VERY IMPORTANT**. If any one of them is missing, your application will not be considered.

I am a Canadian citizen or permanent resident
○ Canadian Citizen ○ Permanent Resident 👁

Proof of BC Residency
[Click Here to Upload Your File ⌄] 👁

Goals and Objectives for My Nursing Career (max 250 words)

👁

Proof of Current Enrolment (see notes)
[Click Here to Upload Your File ⌄] 👁

Applying Step 7C: Confirming your enrollment

The Personal Information tab is also where you must prove that you have been enrolled in a qualifying nursing program for at least one term in 2022.

Most schools have a down-loadable Confirmation of Enrollment document; this is the easiest and best proof to send. Some schools require that this document be provided by the registrar's office. Please ensure that your name and student number are on these documents.

If you are starting your program in 2022, attach a copy of your Letter of Acceptance and if available, a copy of your current course/term registration schedule.

Without proof of enrolment, you will not be eligible for a bursary.

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Applying – Step 7D: BCCNM Registration

Nurses must confirm registration and provide employment information.

Applicants for graduate level degrees or certification/specialization programs are required to provide information about status with the College of Nurses and your employment. This information is used to verify eligibility for bursaries that are restricted to nurses, or to particular areas of specialization. If you are registered with the College, you must upload proof of of current BCCNM registration (which is readily available on their website.

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Applying – Step 8A: Academic Program tab

It is **VERY** important that the information on this tab be complete and accurate. Eligibility for most Bursaries is based on the program in which you are enrolled.

Program of study (select from drop-down menu)

Explanation of "Other" Program of Study

Name of Educational Institution

Graduate Level Only: Select Your Area of Specialization or Field of Study

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Graduate Degree Masters Other

Practical Nursing Diploma Leading to LPN
Psychiatric Nursing Diploma Leading to RPN
Undergraduate Psychiatric Nursing Degree Leading to RPN
Undergraduate 4-year Program Leading to RN
Undergraduate Post-Diploma (LPN or RN) Program leading to RN
Undergraduate Compressed/2nd Level Entry Program Leading to RN
Graduate Nurse Re-Entry Program
Graduate Nurse Internationally Educated Re-entry Program
Post-RN /RPN/LPN/NP Certificate Program
Graduate Degree Masters Leading to NP
Graduate Degree Masters Other
Graduate Degree PhD
Other - please specify below

Applying – Step 8B: Academic Program tab

Information about areas of specialization, your start and expected completion dates, and your school are collected to verify criteria for some of the bursaries. Failing to provide this information may exclude you for being considered for some bursaries.

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Applying – Step 12: Section A Bursaries Available

There are some bursaries* that are distributed based only on program of enrollment. All applicants in the designated programs will be considered for these awards. For more information about these bursaries, read the "Categories of Bursaries" section of the "Bursary Program" page of the RNFBC website

*14 of 36 of the bursaries available fit this category

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6. Doree Family Memorial Bursary

6A. Written statement of how, as a nurse, you will contribute to improving the emotional and physical health of your patients and their relatives.

The specific criteria for each of these awards can be viewed by hovering over the upload box. If you have not included the appropriate document, your application will not be considered.

7. Dyck Memorial Bursary

7A. Proof of residency in North Cariboo region (see notes)

Click Here to Upload Your File

7A. P

Uploa

7A. Proof of residency in North Cariboo region (see notes)

Upload your proof of residency in North Cariboo region, (postal codes \

8. Founders Award

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Be sure to include your supporting documents

Applying – Step 14: Statement of Understanding tab

All check boxes are required fields. Failure to complete all statements will mean that you will be unable to complete your application process.

☑ I have read the application instructions and completed the e

☑ I understand that this fee is non-refundable and that becom application fee.

☑ I have included all the required documentation and my state

☑ I have submitted complete and true information on this forr now or in the future.

Be sure to read and accept each statement

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Applying – The Final Step!

Unless you mark yc

Please note: once y

changes except thr

I confirm that my application is complete. I ☑ 👁
understand that within 2 weeks of marking
the application 'Complete', I will lose access
to it. I recognize that if my application is not
marked as complete, or is not complete, it
will be disqualified.

SAVE CANCEL

⭐ Required field | 👁 Field visible on your profile | 🚫 Field **not** visib

Also on the 'Statement of Understanding' tab, your final step is to confirm that your application is Complete. As long as this box is checked before the September 15th submission deadline, your application will be reviewed.
Within two weeks of marking your application 'Complete', you will no longer be able to login. If you need to change anything, please contact the RNFBC office.

Summary

Important reminders:

Be sure to mark your application 'Complete'.

Be sure to accept all Statements of Understanding.

If you have questions, you can contact RNFBC staff by phone or email.

Please allow at least one business day before re-sending your request.

(604) 739-1944, ext. 261
Email: administrator@rnfbc.ca

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