How to Assign a Designate

What is a designate?

A designate is someone who can act on your behalf with the University while you are participating in a formal exchange or a field school.

- Keep in mind, your designate cannot negotiate your student loan(s) for you.

How do I assign a designate?

To assign a designate, submit a signed letter to Registrar and Information Services specifying:

- Who your designate is (his/her full name and relation to you).
- The time period for which this person is authorized to act on your behalf (e.g. a term, while you are away on exchange, for the entire time you are a student at SFU).
- What kind of access you are granting this person (e.g. discuss all financial assistance and academic concerns, pick-up any bursary or scholarship funding, etc.).

Ensure you sign and date the letter. Also, include a photocopy of your photo identification and provide your designate with a copy of this letter.

Your designate will be required to present a copy of the authorization letter, along with photo identification, when acting on your behalf with the University.

Questions and Advice

Financial Aid Advisors are available at our Burnaby campus in person or by phone (778-782-6930) during the following drop-in times:

- Monday, Tuesday and Thursday: 9:30 am to 3:30 pm
- Wednesday: 9:30 am to 2:00 pm
- Friday: 10:00 am to 3:30 pm

Drop-in hours are also available at both our Surrey and Vancouver campuses. Please visit for days and times.