

Applicant Information

First Name: _____

Last Name: _____

Prefix: _____

Permanent Address: _____

City: _____

Province / State: _____

Postal Code / Zip Code: _____

Country: _____

Telephone: _____

Email: _____

*How did you hear about this scholarship program?

- | | | | | |
|-----------------------------------|--|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Email | <input type="checkbox"/> School or Teacher | <input type="checkbox"/> Employer | <input type="checkbox"/> Facebook | <input type="checkbox"/> Family or Friend |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Online ad | <input type="checkbox"/> Magazine | <input type="checkbox"/> Twitter | <input type="checkbox"/> Other |

*Have you ever been a recipient of this award?

*If so, please indicate the date(s) (yyyy-mm-dd)

Academic

Scholastic History

Please list the educational institutions attended during the last two academic years.

Name of School	From (yyyy-mm-dd)	To (yyyy-mm-dd)	Country	Grade Completed	Language of instruction (E/F)
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Name of School	From (yyyy-mm-dd)	To (yyyy-mm-dd)	Country	Grade Completed	Language of instruction (E/F)
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Post-Secondary Data

List the name of the educational institution you plan to attend during the upcoming academic year.

Institution Name	Campus	Start Date (yyyy-mm-dd)
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Length of Program (years)	Proposed Field of Study	Degree or Diploma Sought
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Institution Name	Campus	Start Date (yyyy-mm-dd)
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Length of Program (years)	Proposed Field of Study	Degree or Diploma Sought
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Institution Name	Campus	Start Date (yyyy-mm-dd)
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Length of Program (years)	Proposed Field of Study	Degree or Diploma Sought
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Are you a Canadian citizen? Yes No. If answering Yes, please provide proof of Canadian citizenship with your application form.

Have you lived in Canada for the past two years as a permanent resident? Yes No. If answering Yes, please provide proof of status with your application form

What is your mother tongue?

If your mother tongue is neither French nor English, please specify which is your first official language of Canada mastered (English or French). See guidelines for applicant eligibility.

In which official language of Canada (English or French) do you plan to study during the 2019-2020 academic year?

State the reason(s) for pursuing your studies in your second official language (use separate page if required and please print).

Describe any previous experiences in which you used or learned your second official language (use separate page if required and please print).

List the awards previously or currently held (use separate page if required and please print). NB: A recipient may not concurrently hold any other major award in excess of \$6,000 CAD.

Essays

Please attach your essay(s) to your application.

*Volunteer/Community Involvement and/or Extracurricular Activities

Please provide a short essay describing your volunteer/community involvement and/or extracurricular activities over the past five years.

Maximum 250 words.

*Statement of Research Interest/Plan of Study

Describe the plan of study you wish to undertake or pursue. Using the list of courses offered at the proposed educational institution for the next academic year, submit the plan of courses you consider taking for the 2019-2020 academic year.

Maximum 500 words.

Authorization for the Distribution of Personal Information

In compliance with [Privacy Law](#), information about your application will not be released to anyone who has not been specifically authorized by you, the applicant. Third parties (parents, guardians, etc.) may contact Universities Canada on your behalf, in person, by phone, or by email, to receive information about your application but only if you have authorized them on your account.

To add an individual to your file, please provide the names of family members or legal guardians to whom Universities Canada may release your personal information. Please also provide a verbal password for their use when contacting Universities Canada. Information about your file will be only be given to those individuals who appear on your list and can provide this password. It is your responsibility to ensure the parties named below are aware of the password you have provided Universities Canada.

Note: You are not required to provide access to your file and may change the information at any time.

First Name: _____

Last Name: _____

Password: _____

First Name: _____

Last Name: _____

Password: _____



Please use the following page to demonstrate volunteer, community and/or extracurricular activities.

Name of Activity: _____

Detail of Role, Activities and Accomplishments:

Name of Activity: _____

Detail of Role, Activities and Accomplishments:

Supporting Documentation

As part of this application, the supporting documentation described below is required. If any of these documents are not received and accepted, your application will be considered incomplete and will not be evaluated. Supporting documents must be received by Universities Canada on or before **January 14, 2019**.

Letters of Reference

All letters must be dated, typewritten on letterhead, signed with an original non-electronic signature and include the reference's contact information. If possible, the referee should describe their relationship to the applicant in the letter. Reference letters must be written in the year of application.

Two letters of reference (no more than two) are required to support your application and must come from two different individuals. The first letter must come from a teacher and the second from a person familiar with your volunteer, community involvement and/or extra curricular activities.

To assist you in the preparation of this letter, please refer to the **guidelines for referees** on page 10.

List of Registered Courses

Provide a list from the education institution, of all the courses for which you have registered showing the language of instruction, if not included in the detailed statement of fees. Documentation must include the student's name, student number and the school name and/or logo. Documentation originating from the academic institution's website (i.e. the Registrar) or from a student web account will be accepted, provided that the documentation includes the URL from which the webpage originated.

Transcript

Please provide an official transcript of all your university studies (Quebec students must also submit an official transcript of their CEGEP studies). A transcript will be only considered acceptable if it is presented on the official paper of the institution AND it bears the appropriate signature(s) and/or seal of the institution.

Proof of Canadian citizenship or permanent resident status

Please provide proof of Canadian citizenship or permanent resident status with your application.

Nomination Form

Please see page 9 of this application for the required **Nomination Form**.

Applicant Consent & Declaration

Universities Canada administers the award program, on behalf of the Department of Canadian Heritage (Government of Canada). This administration role includes the application process, the evaluation and selection process, the processing of recipients' files and the administering of payments for the award on its behalf. The purpose of this statement is to set out Universities Canada's commitment to the protection of personal information collected, used, disclosed or retained in performing this function. Universities Canada will comply with the requirements of the [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#) for the collection, use, disclosure and retention of personal information provided by you in the course of your award application.

Universities Canada has appointed a Privacy Officer with overall responsibility for Universities Canada's privacy compliance. Should you have any questions, concerns or complaints regarding the privacy of your personal information please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 1710-350 Albert Street, Ottawa, Ontario K1R 1B1.

Please find below a summary of Universities Canada's privacy policies concerning the collection, use, disclosure and retention of the personal information you will be submitting in this application. Please read the information below carefully as, by submitting your application, you are consenting to the collection, use, disclosure and retention of your personal information as summarized below. A full version of Universities Canada's Privacy Code which outlines Universities Canada's complete personal information management practices, policies and procedures is available online at www.univcan.ca or by requesting a copy from the Universities Canada Privacy Officer.

PURPOSE OF COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION

Your personal information is being collected for the purposes of processing and evaluating award applications, selecting and processing award recipients and administering award payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and post-secondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of any or all of your personal information to the Department of Canadian Heritage and Selection Committee members as well as any other third parties where such release is necessary for verification, award evaluation, selection, administration purposes as well as internal Universities Canada system administration purposes. Your personal information may be used in the future for the purposes of contacting you and by Universities Canada in evaluating outcomes associated with the award program. There will be no other uses or disclosures of your personal information by Universities Canada unless required or authorized by law or unless you are contacted and your permission is provided. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your award application and the purposes noted herein.

PROMOTION PURPOSES FOR RECIPIENTS

The Department of Canadian Heritage may, from time to time, wish to announce award winners, their current educational institution, the university or college where they intend to study and the course of study funded by the award, as well as the amount of the award, or to use or disclose recipient information for promotional purposes. The Department of Canadian Heritage shall be responsible for obtaining the consent of recipients for such purposes.

ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION

Upon request to the Universities Canada Privacy Officer, you will be given access to your personal information held by Universities Canada. Universities Canada will, on request, correct inaccuracies in your information. Please be advised that inaccuracies must be brought to the attention of Universities Canada prior to the selection of (an) award recipient[s] in order for us to record and bring the correction to the attention of the Selection Committee.

RETENTION OF PERSONAL INFORMATION

Universities Canada and the Department of Canadian Heritage will securely retain personal information about applicants for the purposes of verifying applications, completing the assessment and evaluation, selecting a recipient, administering award payments, and addressing any concerns regarding awards. Furthermore, Universities Canada and the Department of Canadian Heritage will retain certain personal information collected throughout the application process for the purposes of contacting you in the future, for assessing the efficacy of the award and for undertaking aggregate analysis with regards to Universities Canada programs. This personal information may be kept indefinitely. Universities Canada will retain a permanent listing of the names and internal identification numbers of the recipients of the award program in any given year. Universities Canada requires that the Department of Canadian Heritage comply with Universities Canada's Privacy Policy as outlined herein or follows a policy with comparable privacy standards.

CONSENT

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your award eligibility and our ability to administer the award payments. By completing and signing/submitting this application you are consenting to the collection, use, disclosure and retention of your personal information for the above stated purposes.

I have read and agree with the above consent. I have also read the scholarship guidelines and understand the eligibility requirements for this program. I certify that all information provided in this application form and attached documents are true and accurate to the best of my knowledge. I understand that acceptance of this application or receipt of any scholarship/award issued to me may be revoked without notice if any information in this application is subsequently found to be false.

Print Name: _____

Signature of Applicant: _____ Date: _____

Contact Us



Scholarship Partners Canada
Ref: Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second
Official Language Award Program Established by the Government of Canada
1710-350 Albert Street
Ottawa Ontario K1R 1B1
Tel.: 613-563-1236
Toll free: 1-844-567-1237
Fax: 613-563-9745
E-mail: awards@univcan.ca

Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language Award Program Established by the Government of Canada - Nomination Form 2019-2020

Each eligible institution may only nominate **one candidate** and that application must be duly endorsed by a nominating official and the Director of the Awards/Financial Aid Office. The following persons are acceptable as nominating officials: Executive Head / President, Dean of Faculty, Head of Department/Representative. The nomination form must be included with the application package and sent to Universities Canada by the nominating institution **no later than January 14, 2019**.

I wish to nominate:	(Name of applicant – please print)	
University:		
This student is enrolled during the 2018-2019 academic year in (please select one):	<input type="checkbox"/> First Year (Quebec only) <input type="checkbox"/> Second Year <input type="checkbox"/> Third Year	
Declaration of Eligibility		
For the Queen Elizabeth II Silver Jubilee Endowment Fund for Study in a Second Official Language Award Program Established by the Government of Canada, I certify that the candidate meets the eligibility requirements as outlined in the award program guidelines.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Nominating Official – please print		
Name:	<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Position Title:	<input type="checkbox"/> Executive Head / President <input type="checkbox"/> Dean of Faculty <input type="checkbox"/> Head of Department/Representative	
Address:		
Email:	Telephone:	
Signature of Nominating Official:		Date:
Signature of Director of the Awards / Financial Aid Office:		Date:

Letters of Reference: Guidelines for Referees

Undergraduate Awards

You have been asked to write a letter of reference on behalf of a student applying for a scholarship administered through Scholarship Partners Canada. Writing a letter of reference takes time, and is greatly appreciated both by the applicant and by our selection committee.

To assist you in the preparation of this letter, please refer to the scholarship program guidelines and to the information below.

Academic reference letters

If you are providing an academic reference, please state the length of time and the capacity in which you know the applicant. Your letter of reference should concentrate on the potential the applicant has to excel in postsecondary studies.

Volunteer/community service and extracurricular activities reference letters

If you are providing a reference letter related to volunteer/community service or extracurricular activities, please state the length of time and the capacity in which you know the applicant. Describe the applicant's role, their accomplishments and how their service has impacted the organization or community. In addition, please indicate if the applicant demonstrated exceptional leadership, extraordinary effort and ability to overcome adversity.

All letters must be dated, typewritten on letterhead, signed with an original non-electronic signature and include the reference's contact information. Reference letters must be written in the year of application. Please note that the person writing the letter of reference cannot be related to the applicant.

The letter should be given directly to the applicant so that it may be included with their application. The applicant would appreciate a prompt response, in order to meet the application deadline. Thank you very much for taking the time to support this applicant and contributing to a fair selection process.