

## Objective

To encourage young Canadians who wish to improve their proficiency in their second official language of Canada (English or French) and wish to pursue studies, on a full-time basis, at a Canadian university which functions in the other official language and in a milieu in which that language predominates.

## Number, Value and Duration of Scholarships

- Up to two (2) awards will be available at the bachelor degree level. These awards are valued at \$7,000 CAD, tenable for one academic year.
- Transportation expenses for one round trip (economy) by the most direct and economic means of transportation between the recipient's place of residence in Canada and the university to be attended. See details under the header **Conditions / Restrictions** below.
- A letter of congratulations signed by the Minister of Tourism, Official Languages and La Francophonie.

## Eligibility

An eligible applicant must, at the time of application:

- Be currently enrolled, on a full-time basis, in their **second** or **third** year of their first bachelor's degree program during the 2018-2019 academic year, and continue to be enrolled, on a full-time basis, in their first bachelor's degree program during the 2019-2020 academic year. Candidates enrolled in an institution in Quebec can be enrolled in the **first year** of their first bachelor's degree program, on a full-time basis.
- Be Canadian citizens or permanent residents of Canada.
- Have sufficient ability in their second official language to pursue their studies in that language.
- Candidates wishing to pursue a Professional degree program after the completion of their first bachelor degree (e.g.: B.Ed. Education, LL.B. Law and M.D. Medicine) are not eligible.

Eligible institutions:

- Any Canadian university which offers instruction in the applicant's second official language.

## Field of Study/Program Requirements

- All disciplines, except translation.

## Conditions / Restrictions

- Courses must be undertaken on the campus of a Canadian university. **Programs of study abroad that are offered by the Canadian institution are not acceptable.**
- The recipient's list of registered courses must include more than half of the courses in his/her second official language. Bilingual courses will be considered as courses in the recipient's first official language.
- **For Allophone applicants whose mother tongue is neither English nor French:** To be eligible for this award, you must be pursuing studies in your second official language of Canada. For example, if your mother tongue is Arabic and you have already mastered French, you must be pursuing your studies in English.
- Candidates are responsible for gaining admission to the institution they plan to attend.
- Transportation expenses for one round trip (economy) by the most direct and economic means of transportation will be refunded as per the following conditions:
  - 1) Travel must take place at the beginning and at the end of the academic year for which the award is granted;
  - 2) Payment of travel expenses incurred during the academic year will be the responsibility of the recipient, which will subsequently be reimbursed by Universities Canada and will be payable to the applicant;
  - 3) The travel expense claim must be submitted to Universities Canada within 4 months of the return trip;
  - 4) Travel within Canada.
- A recipient may not concurrently hold any other major award in excess of \$6,000 CAD.
- Each Canadian University may nominate **only one candidate** and the application must be duly endorsed by that institution.
- Each university will set its own internal policies, internal deadline dates and procedures concerning the selection of its nominee.
- This award is offered based on the information you have submitted in your application form. Should there be any changes to what you have originally submitted, please note that the award offer will be rescinded if you no longer meet the eligibility criteria.
- Recipients must use the award in the academic year for which it is awarded and keep Universities Canada informed of any changes to their contact information. Requests for a deferral will not be considered.

## Administrator

Scholarship Partners Canada, a division of Universities Canada, administers the award program on behalf of the Government of Canada (Department of Canadian Heritage). Universities Canada's mandate is to facilitate the development of public policy on higher education and to encourage cooperation among universities and governments, industry, communities, and institutions in other countries. Universities Canada is associated with leading firms in nearly every sector of the economy through its provision of scholarship services and management of more than 130 different scholarships programs on behalf of corporations, government agencies and private foundations throughout North America. For additional information, please visit [www.univcan.ca](http://www.univcan.ca).

The government of Canada retains the right to change and/or end the sponsorship of the award plan without notice.

## Selection Process

The selection of award recipients is made by a committee of Canadian university and college representatives chosen by Universities Canada. The Department of Canadian Heritage exercises no influence in the adjudication process, but retains the right to approve the candidates selected. Once complete, the selection committee's decision is irrevocable.

Evaluation criteria:

- Academic performance;
- Volunteer/community involvement and/or extracurricular activities;
- Quality and relevance of the reference letters;
- Motivation and adaptability;
- Quality of the plan of study; and
- Preference will be given to candidates who wish to study at another educational institution, in a milieu in which their second official language is predominant.

All applicants will receive confirmation by email of the results of the selection process, once available.

## Successful Applicants

Successful applicants will receive confirmation of their award in May/June. Recipients will be required to complete the online scholarship acceptance process and forward the following documents:

- proof of registration from the educational institution they will be attending;
- the list of their registered courses showing the language of instruction.

It is the responsibility of the recipient to keep Universities Canada informed of any changes to their contact information through the online portal.

## Payment

- Scholarship payment(s) will only be issued upon completion of the award acceptance process and review and acceptance of all required supporting documentation by Universities Canada.
- Universities Canada will forward payment of the award to the educational institution.
- It is the student's responsibility to ensure that payment of tuition fees is made within the defined timeframe set by the educational institution regardless of the timing of the award payment.
- Payment by the institution to the student will be made in accordance with the normal practice of the educational institution.
- If travel expenses have been reimbursed to the recipients, they will receive a T4A receipt from Universities Canada showing the full amount of the expenses paid to them during a calendar year.

## Application Process

### Paper Application:

1. Applications are available on the Universities Canada website at: <https://www.univcan.ca/programs-and-scholarships/scholarship-partners-canada/apply-scholarships-internships/>
2. Applicants must complete the paper application form, together with all supporting documents, and send it to the Awards Office of the nominating institution.
3. Each Canadian University may nominate **only one candidate** and the application must be duly endorsed by that institution.
4. The complete paper application package, including all supporting documents, from the nominating institution must clearly indicate a postmark of no later than the application deadline of **January 14, 2019**.
5. It is recommended that the nominating institution sends your application package by registered mail or courier, to ensure that the package can be tracked. Your application will be acknowledged by email once it has been received and processed by Universities Canada. To ensure that all supporting documents have been received and accepted, visit <https://portal.scholarshippartners.ca> to review your scholarship application information. To access your account, you will require your login information, which will be provided in your acknowledgement email.
6. While paper applications will be accepted, account maintenance will be conducted online.

## 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**.

### **Volunteer/Community Involvement and/or Extracurricular Activities Essay**

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

### **Volunteer/Community Involvement and/or Extracurricular Activities Form**

Please complete the form found in the application form to demonstrate your volunteer/community involvement and/or extracurricular activities.

### **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.

### **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 person writing the letter of reference should describe their relationship to the applicant in the letter. Reference letters must be written in the year of application.**

#### **Letter of Reference (Academic)**

One letter of reference is required to support your application and must come from an individual who is not related to the applicant. The letter must come from a past or present teacher who knows you and is familiar with your academic history.

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

#### **Letter of Reference (Extracurricular)**

One letter of reference is required to support your application and must come from an individual who is not related to the applicant. The letter must come from a person who is familiar with your volunteer, community involvement and/or extracurricular activities.

## List of Registered Courses

Provide a list from the education institution, of all the courses for which you have registered on a full-time basis showing the language of instruction. The list of registered courses must include more than half of the courses in his/her second official language. Bilingual courses will be considered as courses in the recipient's first official language. Documentation must include the student's name, student number, school name and/or logo and indicate the dates of enrollment. Documentation originating from the academic institution (i.e. the Registrar) or from a student web account will be accepted, provided that the documentation also 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.

## Nomination Form

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**.

## Contact Us

**Scholarship  
Partners Canada.**  
**Partenaires en bourses  
d'études Canada.**

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](mailto:awards@univcan.ca)

**PLEASE NOTE: If any of the application requirements noted above are not met, your application will be considered incomplete.**