

# APPLICATION CHECKLIST – 2018-19 AFFILIATED FELLOWSHIPS SOCIAL SCIENCES AND HUMANITIES

## Eligibility

See <https://www.grad.ubc.ca/awards/affiliated-fellowships-doctoral-program> for eligibility criteria

## Completeness

For application instructions, see <https://www.grad.ubc.ca/forms/affiliated-fellowships-application-form-applicants-doctoral-funding-social-sciences-humanities>

## Order of Application Materials

- Affiliated Fellowships Application Form
- Program of Study (max 2 pages)
- Bibliography and Citations (max 5 pages)
- Research Contributions (max 1 page)
- Allowable Inclusions (optional; max ½ page)
- Transcripts
- Two (2) Reference Letters

## APPLICATION FORM PAGE 1

<b>Degree Information</b>	<ul style="list-style-type: none"> <li>• Verify proposed degree level in 2018-2019 academic year: must be doctoral</li> </ul>
<b>Months of study</b>	<ul style="list-style-type: none"> <li>• Verify number of months of Master's and doctoral study listed by applicant</li> </ul>
<b>Citizenship</b>	<ul style="list-style-type: none"> <li>• If Canadian or permanent resident, verify that reason for not applying for Tri-Agency funding is acceptable</li> </ul>
<b>Signature</b>	<ul style="list-style-type: none"> <li>• Application must be signed and dated by applicant</li> </ul>

## APPLICATION FORM PAGE 2

<b>Academic background</b>	<ul style="list-style-type: none"> <li>• Must include current graduate program; if not, have applicant provide revised page 2</li> </ul>
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## APPLICATION FORM PAGE 3

<b>Work experience</b>	<ul style="list-style-type: none"> <li>• All columns are required for each position</li> </ul>
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## APPLICATION FORM PAGE 4

<b>Credentials (scholarships and awards)</b>	<ul style="list-style-type: none"> <li>• Required for <u>all</u> award applications</li> <li>• All columns should be filled out for each award listed</li> </ul>
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## CRITERIA-BASED AFFILIATED FELLOWSHIPS

<ul style="list-style-type: none"> <li>• Award numbers entered into nomination spreadsheet by grad programs</li> <li>• Check eligibility and keep with the application if student is applying for any criteria-based awards</li> </ul>
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## FREE-FORM – GENERAL GUIDELINES

<ul style="list-style-type: none"> <li>• Have margin (minimum ¾ inch) and font size (minimum 12-pt) guidelines been followed? If not, return to applicant to be revised</li> <li>• Name and student number of applicant must be on top of each page</li> </ul>
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## FREE-FORM – PROGRAM OF STUDY

<ul style="list-style-type: none"> <li>• Maximum two (2) pages</li> </ul>
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## FREE-FORM – BIBLIOGRAPHY AND CITATIONS

<ul style="list-style-type: none"> <li>• Maximum five (5) pages</li> </ul>
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## FREE-FORM – RESEARCH CONTRIBUTIONS

- Maximum one (1) page

## FREE-FORM – ALLOWABLE INCLUSIONS

- Optional – maximum one-half (1/2) page

## TRANSCRIPTS

- Copies of official transcripts for all studies outside UBC
- Copy of UBC Academic Record from SISC
- See transcript checklist for details

## REFERENCES

<b>Format</b>	<ul style="list-style-type: none"> <li>• Ideally on <a href="#">Affiliated Fellowships Reference Form</a></li> <li>• Accepted if provided as free-form letter on letterhead</li> </ul>
<b>Number</b>	<ul style="list-style-type: none"> <li>• Must be two (2) provided</li> </ul>
<b>Signature</b>	<ul style="list-style-type: none"> <li>• Must be signed</li> <li>• Faxed or scanned copies of signed reference forms will be accepted</li> <li>• Email references and other documents without a signature will not be accepted</li> </ul>
<b>Printed name, title, and affiliation of referee</b>	<ul style="list-style-type: none"> <li>• Must be completed</li> </ul>