



# APPLICATION CHECKLIST – 2018-19 AFFILIATED FELLOWSHIPS NATURAL SCIENCES AND ENGINEERING

## 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-natural-sciences-engineering>

## Order of Application Materials

- Affiliated Fellowships Application Form
- Outline of Proposed Research (max 1 page including references)
- Contributions and Statement (max 2 pages)
- 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>
----------------------------	--

## APPLICATION FORM PAGE 3

<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Full-time/Part-time column must be filled out</li> </ul>
------------------------	---

## APPLICATION FORM PAGE 4

<b>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>
--------------------------------	--

## APPLICATION FORM PAGE 5

<b>Thesis information</b>	<ul style="list-style-type: none"> <li>• Applicants to include most relevant (can be Master's thesis or current doctoral research)</li> </ul>
---------------------------	---

## 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>
--

## 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>
--

## FREE-FORM – PROPOSED RESEARCH

<ul style="list-style-type: none"> <li>• Maximum one (1) page</li> </ul>
--

## FREE-FORM – CONTRIBUTIONS AND STATEMENT

<ul style="list-style-type: none"> <li>• Maximum two (2) pages</li> <li>• Contributions to research and development</li> <li>• Most significant contributions to research and development</li> </ul>
--

- Applicant's statement
  - Research experience
  - Relevant activities
  - Special circumstances

## 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>