



## Affiliated Fellowship Application Checklist 2020-2021 Master's-level Competition - All Disciplines

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

### Order of Application Materials

- Affiliated Fellowship Application Form
- Outline of Proposed Research
- Bibliography and Citations
- All required transcripts
- Two (2) completed reference letters
- Canadian Common CV

**Completeness:** See <https://www.grad.ubc.ca/forms/affiliated-fellowships-application-form-applicants-masters-level-funding> for application instructions

### APPLICATION FORM PAGE 1

Degree Information	<ul style="list-style-type: none"> <li>• Verify proposed degree level in 2020-2021 academic year: must be Master's or doctoral.</li> </ul>
Months of study	<ul style="list-style-type: none"> <li>• Verify number of months of Master's and doctoral study listed by applicant</li> <li>• To be eligible, applicants must have completed, as of 31 December 2019, between zero and 12 months of full-time graduate studies (or full-time equivalent)               <ul style="list-style-type: none"> <li>○ the master's program for which they are requesting funding; or</li> <li>○ the doctoral program for which they are requesting funding if they were admitted into a doctoral program directly from their bachelor's program (they were never registered in a master's program, or are registered in a combined Master's-PhD program); or</li> <li>○ a master's program, but are requesting funding for a doctoral program (an example is a student who is fast-tracked from a Master's to a doctoral program within 12 months of starting their Master's and is seeking funding for the first 12 months of their doctoral program)</li> </ul> </li> <li>• all previous studies at the graduate level, regardless of institution and discipline, will be included in determining eligibility</li> <li>• exception to above point: in cases where the previous master's study was required by the G+PS as the basis of admission to the applicants UBC graduate program. <b>This exception may affect a small number of students from India, Bangladesh, Pakistan, and the Philippines. This exception does not apply in cases where the previous master's study was required by the applicant's graduate program, but not by G+PS.</b></li> </ul>
Citizenship	<ul style="list-style-type: none"> <li>• If Canadian or permanent resident, verify that reason for not applying for Tri-Agency funding is acceptable. If the applicant is a Canadian citizen or permanent resident eligible for the CGS-M competition, they must apply for the CGS-M in order to be considered for Affiliated Fellowships.</li> </ul>
Signature	<ul style="list-style-type: none"> <li>• Application must be signed and dated by applicant</li> </ul>

### FREE-FORM – GENERAL

- Text must be single-spaced, with no more than six lines per inch.
- The acceptable font is Times New Roman (regular, minimum 12-pt.) or a comparable font.
- Condensed type is not acceptable.
- Set margins at a minimum of 2 cm (3/4 of an inch) all around.
- Use a left-justified, standard page layout.
- Name and student number of applicant must be on top of each page
- The maximum number of pages permitted is indicated in each section of the application.



- The main body of the application should be written in either English or French; do not mix both official languages.
- In addition, if you have transcripts or related documentation written in a language other than English or French, you must provide them in their original language with a certified English or French translation.
- Any extraneous materials (materials not requested in the instructions below) will be removed if submitted.

**FREE-FORM – OUTLINE OF PROPOSED RESEARCH**

- Maximum one (1) page

**FREE-FORM – BIBLIOGRAPHY AND CITATIONS**

- Maximum one (1) page

**TRANSCRIPTS**

- Copies of up to date, official transcripts for all studies outside UBC
- For study at UBC, copy of official transcript or Academic History from SISC
- Translations of transcripts in any languages other than French and English must be included.
- The transcript key/legend must be provided for each transcript
- For further details , please see the Transcript Checklist posted here:  
<https://www.grad.ubc.ca/awards/award-resources-programs/affiliated-fellowships-tri-agency-competitions>

**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; e-signature is acceptable</li> <li>• Faxed or scanned copies of signed form will be accepted</li> <li>• E-mail references (i.e., unsigned) 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>

**CANADIAN COMMON CV**

- CGS-Master's template must be used; draft version is acceptable
  - other templates not acceptable
  - free-form CV not acceptable