



## Affiliated Fellowship Application Checklist 2019-2020 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
- 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 2019-2020 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 2018, between zero and 12 months of full-time graduate studies (or full-time equivalent)               <ul style="list-style-type: none"> <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 applicant's 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> </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</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

**Have presentation standards guidelines been followed? If not, return to applicant to be revised.**

### FREE-FORM – PROPOSED RESEARCH

- Maximum one (1) page

### FREE-FORM – CITATIONS

- Maximum one (1) page

**TRANSCRIPTS**

- Copies of official transcripts for all studies outside UBC
- For study at UBC, copy of official transcript or Academic Record from SISC

**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 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
  - other templates not acceptable
  - free-form CV not acceptable