



APPLICATION CHECKLIST – 2019-20 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

Degree Information	<ul style="list-style-type: none"> • Verify proposed degree level in 2019-2020 academic year: must be doctoral
Months of study	<ul style="list-style-type: none"> • Verify number of months of Master's and doctoral study listed by applicant
Citizenship	<ul style="list-style-type: none"> • If Canadian or permanent resident, verify that reason for not applying for Tri-Agency funding is acceptable
Signature	<ul style="list-style-type: none"> • Application must be signed and dated by applicant

APPLICATION FORM PAGE 2

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

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

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

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

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

<ul style="list-style-type: none"> • Maximum two (2) pages

FREE-FORM – BIBLIOGRAPHY AND CITATIONS

<ul style="list-style-type: none"> • Maximum five (5) pages
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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

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