



2022-2023 APPLICATION INSTRUCTIONS for the Killam Fellowships Program to study in Canada

Competition opens in September 2021.

Applicants to the Direct Exchange Program must submit their applications by their institution's deadlines listed at the end of these instructions.

Direct Exchange Program applications from Partner Institutions will have specific deadlines, contact your university for more details.

The Foundation will accept **Open Competition** applications until January 31, 2022.

Students can use the same application for both the Open Competition Program and the Direct Exchange Program.

Students can apply either to the open competition program (self-placed) or the direct exchange program (partner institutions). **Please note that this application is suitable for either or both programs.** Undergraduate students in all fields of study are encouraged to apply.

Open Competition Program: Killam Fellows, who participate in the open competition (self-placed program), will enroll as fee-paying visiting students at their host institution. It is the responsibility of the applicant to apply for admission to any of their chosen institutions. However, they may decide to apply for an existing exchange program through their home institution, and consequently, attend the host institution as an exchange student.

Direct Exchange Program: Killam Fellows, who participate in the direct exchange program (partner institutions), will register at their home institution and attend the host institution as an exchange student and, during their fellowship, will continue to pay tuition and fees to their home institution.

Eligibility Requirements

To be considered for a Killam Fellowship to study in Canada, students must meet the following requirements at the time of application. The student must be:

- A citizen of the United States of America,
- A currently enrolled full-time undergraduate student (BA, BSc, or BAH)¹ in good standing at a degree-granting institution in Canada,
- Expected to be enrolled as a full-time undergraduate student in good standing during the 2021-2022 academic year, should they be selected for an award,
- Expected to receive an undergraduate degree in the Spring of 2023 or beyond,
- Meet the eligibility requirements and regulations of the home university,
- Proficient in English,
- In possession of a strong academic record, and
- Able to complete all steps of the application process before the published deadlines.

Please note that candidates of the direct exchange program must be recommended by their home university and that some partner institutions also choose to recommend their Open Competition applicants.

¹ Professional degrees are normally not eligible.



Application Process

Open Competition Program: Applications for the Open Competition Program must first be completed and submitted by the applicants through the [online form](#) **no later than January 31, 2022**. Be aware that Open Competition applications from a Direct Exchange Program partner institution will be forwarded to the home University to assure compliance with internal policies.

Direct Exchange Program: Applications for the Direct Exchange Program must be completed and submitted through the [online form](#) by the deadline posted by the home institution. (See the contact list at the end of these instructions). The applications will then be sent to the home institution who will assess the files and nominate up to six (6) one term candidates. These files will then be evaluated by the independent Killam Fellowships Adjudication Committee.

The Foundation encourages all students to work closely with their study abroad office (or equivalent).

Application Form Instructions

1. Prepare the following documents that will be uploaded to your application:
 - 🕒 Proof of Citizenship (*pdf, 1 page, passport preferred*)
 - 🕒 Curriculum Vitae (*pdf, up to 3 pages, 12 point font, 1" margins*)
 - 🕒 Unofficial Transcript(s) from all post-secondary education institutions that you have attended (*pdf*)
 - 🕒 Personal Statement (*pdf, 1 page, single spaced, 12pt font, 1" margins*)
 - 🕒 [Course Selection Forms](#) (*pdf, 1 page*)
Please fill out 1 form for each institution that applies to your application and have it signed by an official at your home institution. Those applying to the direct exchange will only need to fill out course selection forms for their top 3 picks.
 - 🕒 Letter(s) of Acceptance (*pdf*)
If applying to the open competition and you have already received a letter of acceptance.
 - 🕒 [French Language Proficiency Form](#) (*pdf, 1 page*)
If you plan to do an exchange at a french language institution and french is not your first language.
2. Complete the online [Killam application for Americans](#)
3. Fill out a [request for two references](#)

Helpful Tips

- 🕒 Avoid using ALL CAPITAL LETTERS—use sentence case (e.g., John Smith, **not** JOHN SMITH).
- 🕒 Make sure that you spell your name correctly and in English; do not use special characters.
- 🕒 Use only alphanumeric characters in the data fields. Special characters and accents (ä, é, ç, ñ) may not input correctly.
- 🕒 While the application will provide brief instructions for a field/section, please remember that specific guidance is also provided in this application instructions package. **Please read all instructions carefully.**
- 🕒 Complete all fields in this application in English.
- 🕒 Take care to answer all questions to the best of your ability.
- 🕒 Please remember to save your application if you would like to take a break before submitting your application.
- 🕒 Use a font size of at least 12pts with 2.54 cm (1 inch) margins for supporting documents (*Personal Statement, Curriculum Vitae, etc.*).
- 🕒 Submit only the items requested. Unsolicited materials will not be included in the review process.
- 🕒 Once you SUBMIT your application, you can no longer make changes to it.



1. PERSONAL INFORMATION

- Enter your name exactly as it appears on your passport. If you do not have a passport, enter your name as it appears on your birth certificate.
- Enter your citizenship.
- Upload a copy of the bio page of your passport or birth certificate.
- Enter your country of legal residence.
- Enter your place of birth (city, country) as it appears on your passport or birth certificate.
- Enter your date of birth (mm/dd/yyyy).
✍ *To change the year click on the month at the top of the calendar then on the year in the same place.*
- Enter your current Home Institution and Major(s).
- Enter your current contact information. This may be where you reside during the academic year.

Enter your permanent contact information. This may be where you reside when not at school.

2. HISTORY

- Upload a copy of your Curriculum Vitae (CV).
- Enter your educational profile.
Start with your current home institution. Then, if you started an undergraduate program at another institution and transferred or completed a program, please select Add Institution and enter the requested information.
✍ you may provide additional information in your CV.
- Enter the most important and relevant scholarships, fellowships, awards, or special achievements.
✍ you may provide additional information in your CV.
- For visits abroad, enter only trips of length one month or more since September 2018.

3. AWARD PREFERENCES

- Upload your Personal Statement.
- Select whether you are competing in the Direct Exchange Program and/or the Open Competition.

Be aware that preference will be given to students requesting a single term placement.

You are responsible for ensuring that your home institution approves the programs of study at your proposed host institutions and that these programs meet all requirements of the home institution.

*Students who are applying from a **non-partner** institution apply through the **Open Competition**.*

Direct Exchange Program

- Rank at least three institutions in order of preference.
✍ *alternative placements may be offered.*
- Upload Course Selection Forms for your top three host institutions.

Open Competition

- Rank no more than three institutions in order of preference.
✍ you are entirely responsible to apply for admission to your chosen institutions.
- Upload Course Selection Forms for your top three host institutions.

*Students from a **non-partner institution** may apply concurrently for:*

- a) *an existing exchange program through their home institution, and consequently, attend the host institution as an exchange student.*
- b) *admission to any accredited institution in the United States and attend as a visiting student.*

*Students from a **partner institution** may apply concurrently for:*

- a) *an existing exchange program through their home institution, and consequently, attend any accredited **non-partner institution** as an exchange student.*
- b) *admission to any accredited **non-partner institution** in Canada, and attend as a visiting student.*



4. LANGUAGE PROFICIENCY

- Indicate your first language and the language(s) of instruction for your secondary school and your undergraduate studies.
- Self-identify your language proficiency in your selected language(s), including your first language.

5. Confirmation

- Please let us know how you heard about our program.
- Sign your application with either your mouse or trackpad.
- Ensure you submit your application on or before the application deadline.
✍ If you are applying through the Direct Exchange Program, confirm your internal application deadline.

References

- All applicants are required to arrange references from two referees.
- If you have not already done so, Please identify two referees and their contact information.
✍ The system will automatically notify and request references that will be attached to your application, please have them check their spam folder if they do not receive this correspondence.

Additional Guidance

CITIZENSHIP VERIFICATION

- Be aware that should you be selected for an award, a passport valid for at least six months following the end of your award will be required.

CURRICULUM VITAE/RÉSUMÉ

- Limit your Curriculum Vitae/Résumé to three (3) pages maximum, and in a 12 point font with 2.54 cm (1 inch) margins.
- Present your Curriculum Vitae/Résumé in a clear and concise format (not in paragraphs).
- Provide details, among other things, about your education, work and volunteer experience, scholarships, awards and achievements, interests, and languages.

TRANSCRIPTS

- Upload unofficial transcripts for all attended post-secondary institutions.
- Be aware that should you be selected for an award, official, confidential transcripts may be requested.

PERSONAL STATEMENT

- Limit your Personal Statement to one (1) single-spaced page maximum, and in a 12 point font with 2.54 cm (1 inch) margins.
- Provide a narrative statement explaining why you want to study in Canada as a Killam Fellow.
- Discuss what you hope to accomplish during your term or year in Canada and how the experience fits with your current interests and future goals.
- Highlight any experiences that demonstrate your ability to adapt to other cultural settings, a willingness to share with or learn from others of different national identities, and your ability to serve as an ambassador for the United States.
- Provide a unique statement.

COURSE SELECTION FORM

- Be aware that you must select undergraduate classes.
- Be informed that some institutions may not provide classes in many of their specialized courses.
- Provide a course selection form for the top three (3) choices for which you want to be considered, approved,



and signed by a student academic advisor at your home university.

FRENCH LANGUAGE PROFICIENCY FORM

- Have this form completed if you plan to do an exchange at a french language institution, and french is not your first language, and you are not currently studying at a French-language institution.
- Be aware that the host institution may require a TOEFL should you be selected for an award.

CONFIDENTIAL REFERENCE FORMS

- Be aware that submission of the form is mandatory.
- Be informed that an accompanying letter of recommendation is no longer requested.
- At least one reference should be from a current or recent university professor.
- The Confidential Reference Forms will be forwarded to your home institution, with the application form and other required supplemental documents.

(Killam Fellowships may be held in conjunction with other awards and opportunities)

Applying to the Direct Exchange Program

The following are partner institutions in the direct exchange program. For more information, and to enquire about these institution's **internal deadlines**, please contact:



Lori Felton
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 Washington, DC 20016
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International Undergraduate Programs and Exchanges
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Christopher Kirkey
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 or Tracie Church Guzzio
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Rose Jones
 Director, Scholarship Opportunities Program
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rjones@uci.edu
 949.824.7765

Before you begin the application process, please contact the Global Education Office by email at geo@plattsburgh.edu or on location at Kehoe 210

If you have any questions, please contact:
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