

Dear student researchers,

We are pleased that you have decided to apply for a scholarship with the [Emerging Leaders in the Americas Program \(ELAP\)](#). Below, you will find a list of required documents for your application; they should be in one of the following formats: pdf, .jpg, .doc, .docx, .txt or .gif. Each document must be smaller than 5 MB.

- **Proof of citizenship:** a copy of your passport or national identity card with valid dates and photo. Note: a driver's licence, permanent residence card, work permit, student card, health card, birth certificate or baptism certificate are not accepted as proofs of citizenship. If you are from a country/territory that does not issue national identity cards, you must provide copies of their valid passports.
- **Proof of full-time enrolment:** a letter in English or French from the home institution, on official letterhead, dated within the last six months, confirming that you are currently enrolled in a full-time program and will continue to be enrolled upon your return.
The letter must clearly state:
 1. The program type and the level of study of the at your home institution;
 2. That you are enrolled full-time at your home institution;
 3. The anticipated completion date of the degree at the home institution.

Note: copies of transcripts, a student card or letter of admission are not acceptable (maximum one page).

- **Letter of intent from the candidate:** a letter in English or French from you explaining the nature of research to be undertaken; the rationale for doing research in Canada and for the choice of institution, program and supervisor; and how the proposed research will relate to your future career (maximum one page). **Please include your full name and email address at the end of this letter.**
- **Letter of support from the home institution:** a letter in English or French from your instructor, professor or international director on the institution's official letterhead explaining the nature of the research to be undertaken in Canada and how you and your home institution will benefit from this scholarship program (maximum one page). **The author of the letter must include his/her contact details in the letter: title, full name, email address, mailing address.**
- **Letter of invitation from the Canadian supervisor:** applications for graduate students must include a letter from the Canadian supervisor indicating their willingness to support and mentor the candidate. **This letter must be on institutional letterhead, be in English or in French, and be signed.** It must describe the nature and scope of the

research collaboration with the student's home institution, the support they will receive during the exchange period and how the Canadian institution, supervisor and peers will benefit from the exchange (maximum one page). **The supervisor must include her/his contact details in the letter: title, full name, email address, mailing address.**

- **Signed copy of Memorandum of Understanding or Agreement with the partner institution:** a written agreement or understanding, in English or in French, signed by both institutions indicating that tuition fees will not be charged and containing any other clauses of mutual interest. Note: a signed copy of this document is mandatory for undergraduate and college applications. For graduate applications, if the exchange is made under a signed agreement, it is strongly suggested that it be included with the application. **Note: uOttawa will provide this document (if necessary);** students do not need to send this with their documents.
- **Privacy Notice Statement:** a copy of the [Privacy Notice Statement for non-Canadian participants](#) dated and signed by the candidate.

Student researchers: All students interested in doing research at uOttawa must register to the [Visiting Student Researcher \(VSR\)](#) program, and pay an application fee of \$300CAD. However, the VSR application/registration should only be done once you have confirmation that you have officially been selected for the scholarship (in or after July).

Remember that because of the ongoing COVID-19 crisis, we cannot guarantee that even if you are selected for a scholarship, the University will be able to host you during the fall 2021 term. We therefore highly recommend you apply for the winter 2022 term (January 2022).

Please be sure to closely follow these instructions. Incomplete applications will not be considered. **All documents for the scholarship application must be sent, by your home institution, to incoming@uOttawa.ca (att. Geneviève Boutin) by March 19, 2021.**

For all enquiries, please contact us at the email address above. Wishing you all the best with your applications!

The International Office mobility team

University of Ottawa
Tabaret Hall, 550 Cumberland (M386)
Ottawa ON K1N 6N5 Canada
incoming@uOttawa.ca
www.international.uottawa.ca