

INSTRUCTIONS FOR COMPLETING THE QUEEN ELIZABETH II DIAMOND JUBILEE SCHOLARSHIP (QES) APPLICATION FORM – OUTGOING STUDENTS

General Presentation

When preparing the application and supporting materials, follow these guidelines:

- Text must be single-spaced, typed in Arial (font size 11 points)
- Page margins should be set at 3/4 of an inch (1.9cm), minimum
- All documentation must be printed single-sided in black ink, on 8 ½ x 11 (21.5cm x 28cm) white paper, and be of letter quality (minimum standard)
- Condensed type is not acceptable
- Follow regulations pertaining to the number of pages allowed per section; pages in excess of the number permitted will not be considered

Applications that do not meet these guidelines will not be accepted; the fillable PDF form available [online](#) meets all of the above standards.

Note:

In order to use the form-fillable PDF application available online, type your information directly into the appropriate sections and save your information.

Application Submission

Once you have completed your application form, **you must print out a hard copy and submit it to the Chair/Head of the University of Winnipeg department to which you are applying/in which you are enrolled.** Electronic copies will not be accepted.

Deadlines for submission to the Graduate Program Chairs are as follows:

- Outgoing Applicants
 - June 1st (fall term start)
 - October 15th (winter term start)
 - February 15th (spring term start)

Please include the [Application Checklist](#) with your submission to ensure that all required documents are included.

In submitting the QES application form to the Graduate Program Chair, the applicant certifies that:

- He/she accepts the terms and conditions of the award, as outlined in the application
- He/she will acknowledge, wherever possible, QES funding assistance
- The information provided in the application is complete, accurate and consistent with institutional policies to the best of the applicant's knowledge; the provision of false or inaccurate information may result in sanctions, including termination of funding

PART I – INSTRUCTIONS FOR APPLICANTS

TITLE

Mr./Ms./Mrs./Miss/Dr. – title to be used in all correspondence.

APPLICANT NAMES (LAST, FIRST & MIDDLE NAMES)

Name should match all documents enclosed with the application and should appear in all correspondence with The University of Winnipeg. If the name on the application differs from transcripts and/or other documents enclosed with the application, the applicant is required to submit documentation (i.e., marriage certificate) to clarify the applicant's identity.

ADDRESS

Current address information will be used when corresponding with the applicant unless otherwise noted.

STUDENT NUMBER

This number is provided to you by The University of Winnipeg. If you do not have a student number or if you do not know what your student number is, leave this section blank.

PRESENT DEPARTMENT / PRESENT INSTITUTION

If you are currently attending a post-secondary institution, indicate in the space provided. If you are not a student, indicate by typing N/A.

CITIZENSHIP

Indicate whether you are a Canadian citizen, permanent resident of Canada, or have a student visa.

GRADUATE OR UNDERGRADUATE PROGRAM

This is the program that you are applying to/have been accepted to at the University of Winnipeg. If you know who your supervisor will be, please indicate this; if unknown, leave field blank. Students who are already attending the University of Winnipeg should indicate whether they are attending either *part-time* or *full-time*; individuals who are in the process of applying for acceptance into a University of Winnipeg program should select *applying for admission*.

AWARDS & SCHOLARSHIPS RECEIVED

Starting with the most recent awards, give the name of the award, value, type (national, provincial, or institutional), location of tenure, and period held.

Only list the support awarded on the basis of academic and research excellence and/or in recognition of your leadership or communication skills.

PROGRAM APPRAISAL

This section is to be completed by the University of Winnipeg Graduate Program Committee Chair and is for internal use only. Please submit your application to the Chair for completion by the deadlines listed on the website. Find the Chair for the each department here.

PART II – INSTRUCTIONS FOR GRADUATE PROGRAM COORDINATORS

Who should complete the Program Appraisal form (p. 6 of QES Outgoing Application)?

Complete this form if you are evaluating an applicant for a Queen Elizabeth II Diamond Jubilee Scholarship (QES) award and you are the Graduate Program Coordinator or the designate.

- Before you start completing this form, ensure that you have the applicant's original completed QES application form, and his/her official academic transcripts (certified true copies are also acceptable)
- Once you have completed the form, forward the completed application package to the Graduate Studies Office by the deadlines listed on the website.

Note: The proposed supervisor must not complete this form.

How to complete this form?

When you prepare your departmental evaluation, follow these guidelines:

- Text must be single-spaced, typed in Arial (font size 11 points)
- Document must be printed single-sided in black ink, on 8 ½ x 11 (21.5cm x 28cm) white paper, and be of letter quality (minimum standard)
- Condensed type is not acceptable

Departmental comments on the applicant

Comment on the applicant's strengths and limitations in comparison to the peer group using **all** of the following criteria:

- Academic excellence
 - As demonstrated by academic transcripts, awards and distinctions
- Community / academic / professional leadership
 - Include comments on work experience, involvement or leadership, and/or volunteer activities in the community; this could include 'academic' or campus community work such as tutoring, volunteering with student groups, etc.
 - This category is intended to recognize the value the QES and the University of Winnipeg attaches to student involvement in communities beyond the classroom and laboratory
- Communication skills
 - As demonstrated by work experience, leadership, community involvement, and extracurricular activities
 - Include comments on ability to think critically and apply skills/knowledge
- Potential contribution to research during study or internship abroad

If you are unable to provide a useful evaluation due to the lack of contact with the applicant, please indicate this on the form. **Please do not exceed the space provided, as additional pages will not be accepted.** Also, **please do not recommend applicants** who (a) have a GPA less than 3.75 in the last 60 credit hours of a degree from a recognized university, or (b) will exceed 24 months of a Master's program as of September of the upcoming academic year.

Note: Do not forward "not recommended" and ineligible applications to the Graduate Studies Office. It is the responsibility of the department to inform the students that they have not been recommended to the QES Committee.