President’s Asia Partners Fund

Funding to support co-op placements or student internships in the Asia Pacific region

Guidelines

Program Objectives
Student mobility funding has been provided by the President’s Asia Partners Fund to support students who are undertaking co-op work terms or internships in the Asia Pacific region as part of their UVic degree. The purpose of this fund is to allow students who might not otherwise have the opportunity to engage in rich and meaningful experiential learning opportunities in the Asia Pacific region. Applicants should not rely on this fund as the only source of support for their placement. Funds are available to support a very limited number of students per year.

Each application will be considered for its merit relative to other applications received that term. Four grants of $3,125 from this Fund are available each year.

Program Selection Criteria
All complete, eligible applications received by the deadline will be accessed by merit based on the following criteria:

- The learning opportunity the placement will provide
- Relevance to the student’s area of study
- Relevance to the student’s career aspirations
- The student’s academic grade point average
- Location of worksite
- Level of remuneration from the employer
- Level of student’s financial need

A successful application with a particular employer will not guarantee that future students applying for support to work for that same employer will be successful.

Eligibility Requirements
- Applicants must be full-time undergraduate or graduate students who are undertaking co-op work terms or internships in the Asia Pacific region as part of their UVic degree.
- The international work term or internship must be approved by the Co-op program as suitable for work term credit.
• The international work term must be normally of four month’s duration, meeting the minimum requirement of at least 12 weeks in length.
• Applicants must demonstrate need for financial support.

Application Instructions
Applications will only be accepted in the term prior to the placement term. Three competitions are held over the academic year. The deadline for each term will be 4:30 pm on the Wednesday of the third week of the fourth month of the term prior to the placement. For example, students going on a Summer work term will apply on the Wednesday of the third week of April; students going on a Fall work term will apply on the Wednesday of the third week of August; and students going on a Spring work term will apply on the Wednesday of the third week of December.

Application forms are available from your Co-op office or online. Applications must be submitted by email as a single PDF document to coop@uvic.ca.

Applicants must provide the following as detailed in the attached pages:

Section 1: Applicant Information
Section 2: Declaration
Section 3: Financial Worksheet
Section 4: Statement of Intent
Section 5: Résumé
Section 6: Transcripts
Section 7: Letter of Support (Optional)

Applications must be compiled into one, single PDF document, in the order listed above. Incomplete applications or applications not sent as one PDF document will not be considered.

Notification
Applicants will be informed of the outcome by email no later than two weeks after the relevant deadline.
President’s Asia Partners Fund

Application Form

Section 1: Applicant Information

Student Name: First ___________________ Last ___________________
Student ID Number: V00 ______________________
Email: ___________________________ Telephone: __________________
Mailing address (current): ____________________________________________
Mailing address (permanent): __________________________________________
Co-op Program: _______________________________________________________
Department/Major: _____________________________________________________
Level of Study: ☐ Undergraduate ☐ Graduate

Work Term Information for which funding is being requested

Work term number: WT 1___ WT 2___ WT 3___ WT 4___ Higher WT ___
WT Start date: __________ (Month/Year) WT End date: __________ (Month/Year)
Academic Term completed by start of work term: ________________________

Work Term Position Information

Company/Organization Name _____________________________________________
Location (Town, Country) _______________________________________________
Anticipated monthly remuneration from employer (if applicable) $____________ approx. CDN value

Section 2: Declaration

I hereby confirm that I meet the eligibility requirements for application for the President’s Asia Partners Fund. I certify that the information given in this application is true and complete.

__________________________________________ ____________________________
Applicant Signature                                Date
### Section 3: Financial Worksheet

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Estimated Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and related costs</td>
<td>Personal resources</td>
</tr>
<tr>
<td>Economy air fare</td>
<td>Personal savings</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Gifts</td>
</tr>
<tr>
<td>Food</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Visa application fee</td>
<td></td>
</tr>
<tr>
<td>Health insurance/medical</td>
<td>Loans</td>
</tr>
<tr>
<td>Telephone, e-mail, postage</td>
<td>Student loans</td>
</tr>
<tr>
<td>Personal items</td>
<td>Private loans</td>
</tr>
<tr>
<td>Special clothing/equipment</td>
<td></td>
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<tr>
<td>Local transportation</td>
<td>Grants &amp; Awards (confirmed)</td>
</tr>
<tr>
<td>Gifts</td>
<td>Company / Organization</td>
</tr>
<tr>
<td>Entertainment/recreation/travel</td>
<td>Wage or stipend</td>
</tr>
<tr>
<td>Other Expenses (specify)</td>
<td>Value of in-kind support</td>
</tr>
<tr>
<td></td>
<td>Compensation provided by</td>
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<tr>
<td></td>
<td>employer (e.g. accommodation,</td>
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<tr>
<td></td>
<td>travel)</td>
</tr>
<tr>
<td></td>
<td>Other Funding (specify)</td>
</tr>
</tbody>
</table>

| Total Expenses:                             | Total Revenue:                |

**Total Estimated Revenue** minus Total Estimated Expenses equals: $\quad$

**Total amount requested from the Asia Partners Fund:** $\quad$
Section 4: Statement of Intent

Attach a Statement of Intent answering the following three questions:

1. Brief description of your co-op work term/internship duties
2. Outline what you expect to learn from this work experience
3. Provide a brief justification as to why the President’s Asia Partners Fund adjudication committee should fund your request

The statement must be no more than two pages long, double spaced, minimum 12-font.

Section 5: Résumé

Attach a copy of your résumé. [Co-op students can log into LIM, go to Documents to download their résumé].

Section 6: Transcripts

Attach a copy of your Administrative (unofficial) transcripts. [Co-op students can log into LIM, go to Documents to download their UVic Student Transcript].

Section 7: Letter of Support (Optional)

Attach a letter of support. This letter may be from a professor, co-op coordinator, academic advisor, or a work/volunteer supervisor. Only one letter will is allowed. No other documentation will be accepted.

Submit your application by email to coop@uvic.ca as a single PDF document with your documentation in the following order:

Section 1: Applicant Information
Section 2: Declaration (must be signed)
Section 3: Financial Worksheet
Section 4: Statement of Intent
Section 5: Résumé
Section 6: Transcripts
Section 7: Letter of Support (Optional)