STUDENT INTERNATIONAL ACTIVITIES FUND
GUIDELINES

PROGRAM OBJECTIVES
The Student International Activities Fund (SIAF) is intended to assist UVic students with their participation in unpaid, international learning activities. The primary purpose of these activities is to prepare students and graduates for a “global future” as professionals and as informed, responsible and effective citizens in the world.

These international activities should provide students with the opportunity to develop the knowledge, skills and perspectives needed to live, work and communicate in a changing international environment.

INTERNATIONAL ACTIVITIES
The SIAF funds unpaid initiatives that give students a unique experience in the global community. Such initiatives include, but are not limited to, the following:

✓ Unpaid international internships
✓ Unpaid international Co-op placements or practicum
✓ Field school programs organized by UVic or other universities
✓ Exchange programs organized by UVic
✓ Study abroad programs organized by UVic
✓ Unpaid volunteer opportunities
✓ International seminars organized by organizations such as the World University Service Canada (WUSC)

ELIGIBILITY REQUIREMENTS
• Applicants must be full-time undergraduate or graduate students.
• Undergraduate students must be registered in a total of 12 or more units of study in two academic terms in the 12 month period (May to April) immediately preceding the adjudication of the award.
• The international activity must be unpaid (small stipend acceptable).
• Programs must at least 2 weeks long.
• The international activity must commence within 12 months of the application deadline used.

APPLICATION INSTRUCTIONS
Three competitions are held over the academic year. The three application deadlines per year are:

4:30 pm on the third Wednesday of March, July, and November.

Applications must be submitted to Global Engagement either in person to University Centre room B202, or by email as a single pdf document to world@uvic.ca.

continued . . .

Applicants must provide the following as detailed in the attached pages:
Section 1: Applicant Information
Section 2: Declaration
Section 3: Budget Worksheet
Applicants wishing to be considered for the *Asia Travel Supplement* (Appendix 1), or the *Asia Graduate Supplement* (Appendix 2) must also provide:

**Section 6: Administrative Transcripts**

**Section 7: Academic Reference**

**SELECTION CRITERIA**

All complete, eligible applications received by the relevant deadline will be assessed by merit based on the following criteria:

- **Fit with program objectives.** Each application will be evaluated on how it contributes to the broader objectives of this funding program as outlined above.
- **Fit with academic program.** Each application will be assessed by how the proposed activity complements the student’s academic program and how well it demonstrates the significance of the international activity to the student’s academic goals.
- **Financial need.** Preference will be given to students who demonstrate financial need.

**NOTIFICATION**

Applicants will be informed of the outcome by letter no later than 4 weeks after the relevant deadline. Successful applicants must begin the international activity within 12 months of award deadline.

Upon their return, award recipients must submit a brief narrative report that summarizes the activity, what they have learned from the experience, and any other insights related to their time abroad.

**AWARD VALUE**

The value (CDN) of each award is as follows:

- **Student International Activities Fund Award (any country)** ...................... $500
- **Asia Travel Supplement (Undergraduate)** ........................ $1,000
- **Asia Graduate Supplement ...** $5,000

Funds may be used for airfare, visa fees, medical insurance, vaccinations, local transportation, accommodation, and related living expenses.

**CANCELLATION AND POSTPONEMENT**

Award recipients unable to participate in their international activity must notify Global Engagement immediately and return any funds received.

Students prevented from participating in their scheduled activity for reasons beyond their control may request a postponement of their award provided they begin their activity within 12 months of the award notification.

**QUESTIONS**

Global Engagement
University Centre, room B202
Tel (250) 853-3586
Email world@uvic.ca
STUDENT INTERNATIONAL ACTIVITIES FUND
APPLICATION FORM

SECTION 1: Applicant Information

<table>
<thead>
<tr>
<th>Student name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
<td>V00</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Mailing address (current)</td>
<td></td>
</tr>
<tr>
<td>Mailing address (permanent)</td>
<td></td>
</tr>
<tr>
<td>Department/Major</td>
<td></td>
</tr>
<tr>
<td>Level of study</td>
<td>☐ undergraduate ☐ graduate</td>
</tr>
<tr>
<td>Type of activity</td>
<td>(e.g. field school)</td>
</tr>
<tr>
<td>Departure date</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td></td>
</tr>
<tr>
<td>Host institution</td>
<td></td>
</tr>
<tr>
<td>Host country</td>
<td></td>
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</tbody>
</table>

You may also be eligible for one of the following supplemental awards (please see application instructions in appendix 1 and 2)

| Applying for (optional) | ☐ Asia Travel Supplement (undergraduate) ☐ Asia Graduate Supplement |

SECTION 2: Declaration

I hereby apply for the Student International Activities Fund and certify that the information given in this application is true and complete.

I hereby confirm that I am a full-time undergraduate or graduate student at the University of Victoria. If an undergraduate student, I’m registered in a total of 12 or more units of study in two academic terms in the 12 month period (May to April) immediately preceding the adjudication of the award.

I hereby confirm that the international activity in which I participate is unpaid.

I hereby confirm that the international activity in which I participate is a minimum of two weeks long.

_________________________________  ____________________
Applicant Signature   Date
**SECTION 3: Budget Worksheet**

This worksheet is intended as a planning tool and will help demonstrate to the grant selection committee how well you have planned for your international experience.

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Estimated Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and related costs</strong></td>
<td><strong>Personal resources</strong></td>
</tr>
<tr>
<td>Fees payable to host institution</td>
<td>Personal savings</td>
</tr>
<tr>
<td>Fees payable to UVic (e.g. exchange application fee)</td>
<td>Gifts</td>
</tr>
<tr>
<td><strong>Tuition payable to UVic while abroad</strong></td>
<td>Fundraising</td>
</tr>
<tr>
<td><strong>Books and supplies</strong></td>
<td>Loans</td>
</tr>
<tr>
<td><strong>Other fees</strong></td>
<td>Student loans</td>
</tr>
<tr>
<td><strong>Travel and related costs</strong></td>
<td><strong>Host Institution</strong></td>
</tr>
<tr>
<td>Economy air fare</td>
<td><strong>Grants &amp; Awards</strong> (confirmed)</td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>Visa application fee</td>
<td></td>
</tr>
<tr>
<td>Telephone, e-mail, postage</td>
<td></td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td></td>
</tr>
<tr>
<td>Personal items</td>
<td><strong>Wage or stipend</strong></td>
</tr>
<tr>
<td>Health insurance/medical costs</td>
<td><strong>Value of in-kind support</strong></td>
</tr>
<tr>
<td>Special clothing/equipment</td>
<td>(e.g. accommodation/meals provided)</td>
</tr>
<tr>
<td>Local transportation</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td><strong>Other Funding</strong> (specify)</td>
</tr>
<tr>
<td>Entertainment/recreation/travel</td>
<td></td>
</tr>
<tr>
<td><strong>Other Expenses</strong> (specify)</td>
<td></td>
</tr>
</tbody>
</table>

| Total Expenses:                                         | Total Funding:                 |

Total Funding minus Total Expenses equals: **$**

**Tips and reminders:**

- Do some research before you fill out the worksheet, e.g. find out the price of your air fare, your accommodation and other travel related costs for your international activities abroad.
- If you will remain registered at UVic and pay tuition while you are abroad, enter that amount in the budget worksheet. Tuition and related costs are only for the period while you are abroad.
- The Estimated Funding might include your Registered Education Savings Plan or other. Please specify in Other Funding part if applicable.
SECTION 4: Statement of Purpose

Attach a statement of purpose describing your proposed activity. The statement must be 2-3 pages, double spaced, minimum 12-pt. font, and should include the following:

**International Activity**
- Name and type of activity,
- Your area of study/research,
- Organizer of activity (e.g. UVic department, WUSC),
- In which country or countries will the proposed activity be conducted, and
- What are the dates of the proposed activity?

**Resources**
- Have applications been made to other potential sponsors?
- What is the approximate amount of funding that is sought for the whole activity?
- How much funding has been secured from other sources to date?
- How much of your own funding do you have available for this activity?

**Motivation**
- How do you expect this experience to impact your learning? What do you hope to achieve through this experience?
- How does this activity complement your study program?
- How does this activity contribute toward your academic and professional goals?
- In which ways do you expect this activity will prepare you to become a more informed, responsible, engaged citizen and professional in an ever-changing intercultural environment?

SECTION 5: Reference/Letter of Support

Attach a letter of support commenting on your suitability for the proposed international activity. The letter should address the specific international activity described in your Statement of Purpose and may be from a professor, academic advisor or supervisor, or a work/volunteer supervisor. Letters should be a maximum of 1 page. If you intend to use the same reference/letter of support to apply for a supplemental award it has to be from a UVic professor.

Applicants for the Asia Travel Supplement or Asia Graduate Supplement see additional application instructions attached.

Submit your application

IN PERSON
Global Engagement, University Centre, Room B202

BY EMAIL
As a single pdf document to world@uvic.ca
STUDENT INTERNATIONAL ACTIVITIES FUND
ASIA TRAVEL SUPPLEMENT

SIAF applicants who are undergraduate students and whose international activity takes place in Asia-Pacific (including Australia, New Zealand, and Hawaii) may apply for the President’s Asia Partners Travel Supplement (Asia Travel Supplement). Applications should demonstrate the student’s academic achievement and cultural competencies as well as the value of the international experience to the student’s academic program.

The Asia Travel Supplement supports SIAF-eligible activities with the exception of volunteer opportunities, international seminars, and Co-op placements (Co-op students are directed to apply for similar support through the Cooperative Education Program). Internships are eligible provided they are part of an academic program.

The value of each Asia Travel Supplement is CDN $1,000.

APPLICATION INSTRUCTIONS
SIAF applicants applying for this supplement must include the following additional components in their SIAF application:

SECTION 6: Administrative Transcripts
Attach a copy of your Administrative (unofficial) Transcripts.

SECTION 7: Academic Reference
Attach a letter of support from a UVic professor confirming (a) the value of the proposed activity in the Asia-Pacific region to your academic program and (b) your academic abilities and cultural competencies that will ensure your success in the international activity.

QUESTIONS
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SIAF applicants who are graduate students and whose international activity takes place in Asia-Pacific (including Australia, New Zealand, and Hawaii) may apply for the Asia Graduate Supplement. Applications should demonstrate the student’s academic achievement and cultural competencies, as well as the value of the international experience to the student’s academic program.

The Asia Graduate Supplement supports SIAF-eligible activities with the exception of volunteer opportunities, international seminars, and Co-op placements (Co-op students are directed to apply for similar support through the Cooperative Education Program). Internships are eligible provided they are part of an academic program.

The value of each Asia Graduate Supplement is CDN $5,000.

**APPLICATION INSTRUCTIONS**

SIAF applicants who are applying for the Asia Travel Supplement (see Appendix 1) are eligible to apply for the Asia Graduate Supplement BUT no more than one supplemental award can be awarded.

SIAF applicants applying for this supplement must include the following additional components in their SIAF application:

<table>
<thead>
<tr>
<th><strong>SECTION 6: Administrative Transcripts</strong></th>
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<tr>
<th><strong>SECTION 7: Academic Reference</strong></th>
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</thead>
<tbody>
<tr>
<td>Attach a letter of support from a UVic professor confirming (a) the value of the proposed activity in the Asia-Pacific region to your academic program and (b) your academic abilities and cultural competencies that will ensure your success in the international activity.</td>
</tr>
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