



## 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.
- Applicants must be formally registered in a work term to be eligible for funding consideration.

- 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 first Wednesday of the fourth month of the term **prior** to the placement. For example, students going on a Summer work term will apply on the first Wednesday of April; students going on a Fall work term will apply on the first Wednesday of August; and students going on a Spring work term will apply on the first Wednesday 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 [coopawards@uvic.ca](mailto:coopawards@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. The PDF document must be named as: Firstname\_Lastname\_TermYear\_AsiaPartner. For example, Jane\_Doe\_Spring2017\_AsiaPartner. **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

Please calculate work term expenses and revenues over the length of the work term (that is, four months of expenses and revenues for a 4-month work term, or eight months of expenses and revenues for an 8-month work term).

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

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

**Total amount requested from the Asia Partners Fund:** \$



## 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 be allowed. No other documentation will be accepted.

Submit your application by email to [coopawards@uvic.ca](mailto:coopawards@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)