Graduate Student Application Form

All applicants must meet the following criteria:

1. Be registered in a degree program (MA, MFA, PhD) at the University of Victoria in the Faculties of Humanities or Fine Arts.

2. Submit this application form along with the following:
   - Cover letter (State your reasons for applying and what you hope to gain from the program.)
   - Resume
   - Copy of your unofficial Transcript (current degree only)

3. Complete satisfactorily the Work Term Preparation Seminars.
   Co-op students are expected to successfully complete a seminar series prior to undertaking their first work term. The following topics will be covered: Co-op program expectations, job seeking strategies (i.e. resume, cover letter, interviewing, networking), competencies self-assessment, developing learning objectives, reflective learning, and transferring skills to the workplace. Students will complete:
   - Four 75-minute sessions in-person
   - a 25-minute mock interview (includes application process & feedback)
   - an in-person eligibility meeting
   - related online readings and assignments

Check with your Co-op Coordinator for the program schedule.

Please submit your complete application package to the HUFA Co-op Office in Clearihue D128. If the office is closed, please drop it through the mail slot in the door.

Application Deadline

Spring Term: Friday, September 20, 2019

HUFA Office Contact Information: hufacoop@uvic.ca 250.721.8841
Section I: PERSONAL INFORMATION (Please print)

Name: ___________________________  Student Number: ___________________________
Email: ___________________________  Telephone: ___________________________
Citizenship Status: □ Canadian  □ Permanent Resident  □ Visa Student

Section II: ACADEMIC INFORMATION

Degree Program: ___________________________
Current Year of Study: ___________________________

Which program are you applying for?

- Co-op Designation (MA: minimum 2 work terms, PhD: minimum 3 work terms): □
- Work Experience Program (1 work term): □
- Post-Study Internship Program (1 to 3 work terms) □

Completing the following information is voluntary. We collect this information mostly so we can best support you in accessing opportunities and in securing any necessary accommodations. The Office of the Director of Co-operative Education may also use the information anonymously for statistical purposes. Information about individuals will not be released without the student’s permission in writing.

I am....
Gender: __________  □ of First Nations, Metis or Inuit ancestry
If you require special assistance or accommodation, please let us know how we can support you: ___________________________

HOW DID YOU HEAR ABOUT THE HUMANITIES AND FINE ARTS CO-OP PROGRAM? ___________________________

By signing below, you acknowledge that the information provided in this application is true and that you agree to check your email account regularly and reply promptly.

Please note, you require a signature from EITHER your Graduate Supervisor OR from your Graduate Advisor (if a Supervisor has not yet been determined).

Student Signature: ___________________________  Date: ___________________________

Grad. Supervisor/: ___________________________  Date: ______________
Advisor (please print) (please sign)

OFFICE USE ONLY
Admit □ Conditional Admit □ Decline □
Conditions: ___________________________
Date: __________ Initial: __________