



# 2023-2024 APPLICATION INSTRUCTIONS

## for the Killam Fellowships Program

### to study in the United States

**Applicants to the Direct Exchange Program must submit their applications by their institution's deadlines.**

**Partner institution contacts are listed at the end of these instructions.**

**Applicants to the Open Competition must submit their applications by January 31, 2023.**

**The same application is used for both the Open Competition Program and the Direct Exchange Program.**

Direct Exchange Program: Killam Fellows who participate in the direct exchange program (partner institutions) will register at their home institution and attend the host institution as an exchange student and, during their fellowship, will continue to pay tuition and fees to their home institution.

Open Competition Program: Killam Fellows who participate in the open competition (self-placed program) will enroll as fee-paying visiting students at their host institution. **It is the responsibility of the applicant to apply for admission to any of their chosen institutions.** They may decide to apply for an existing exchange program through their home institution and, consequently, attend the host institution as an exchange student.

STUDENTS CAN APPLY TO THE OPEN COMPETITION PROGRAM (SELF-PLACED) AND/OR THE DIRECT EXCHANGE PROGRAM (PARTNER INSTITUTIONS). PLEASE NOTE THAT THIS APPLICATION IS SUITABLE FOR EITHER OR BOTH PROGRAMS.

Undergraduate students in all fields of study are encouraged to apply.

## ELIGIBILITY REQUIREMENTS

To be considered for a Killam Fellowship to study in the United States, students must meet the following requirements at the time of application. The student must be:

- a citizen of Canada,
- a currently enrolled full-time undergraduate student (BA, BSc or BAH)<sup>1</sup> in good standing at a degree-granting institution in Canada,
- expected to be enrolled as a full-time undergraduate student in good standing during the entire 2023-2024 academic year, should they be selected for an award,

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<sup>1</sup> Professional degrees are normally not eligible.



- expected to receive an undergraduate degree in the Spring of 2024 or beyond,
- able to meet the eligibility requirements and regulations of the home university,
- proficient in English,
- in possession of a strong academic record, and
- able to complete all steps of the application process prior to the published deadlines.

Please note that candidates of the direct exchange program must be nominated by their home institution and that some partner institutions also choose to nominate their Open Competition applicants.

## APPLICATION PROCESS

Applications must be completed and submitted through the online [Killam Application for Canadians](#).

### DIRECT EXCHANGE PROGRAM

For home institution deadlines, consult the contact list at the end of these instructions.

NOTE: DIRECT EXCHANGE APPLICATIONS WILL BE REVIEWED BY THE HOME UNIVERSITY AND MAY BE NOMINATED FOR THE EVALUATION AND SELECTION STAGES OF THE KILLAM FELLOWSHIPS COMPETITION.

### OPEN COMPETITION PROGRAM

Applications must be submitted by January 31, 2023.

NOTE: OPEN COMPETITION APPLICATIONS FROM A DIRECT EXCHANGE PROGRAM PARTNER INSTITUTION WILL BE FORWARDED TO THE HOME UNIVERSITY TO ENSURE COMPLIANCE WITH INTERNAL POLICIES.

**THE FOUNDATION ENCOURAGES ALL STUDENTS TO WORK CLOSELY WITH THEIR STUDY ABROAD OFFICE (OR EQUIVALENT).**

## APPLICATION FORM INSTRUCTIONS

- ➊ Prepare the following documents that will be uploaded to your application:
  1. Proof of Citizenship (pdf, 1 page, passport preferred)
  2. Curriculum Vitae (pdf, up to 3 pages, 12 point font, 2.54cm/1" margins)
  3. Unofficial Transcript(s) from all post-secondary education institutions that you have attended (pdf)
  4. Personal Statement (pdf, 1 page, 12pointt font, 2.54cm/1" margins)
  5. Supplementary Document Package (pdf, cover sheet, course selection forms, letter(s) of acceptance)
    - Your student advisor must complete the cover sheet and sign each course selection form.
    - Attach letters of acceptance if you are applying to the Open Competition Program and have already received them.
    - Your academic student advisor must calculate your cumulative grade point average (CGPA) based on a 4.0-grade scale. Your CPGA is the weighted average of all completed courses at a post-secondary institution.
- ➋ Complete the online [Killam Application for Canadians](#)



- Fill out a [request for two references](#)
  - Suggested recommenders are:
    - a. Current or recent university professor.
    - b. Supervisor at a volunteer organization.
    - c. Employer.
    - d. Other persons at an academic or professional level who can speak to your qualities.
  - The system will automatically notify and request references from your recommenders.
  - The completed references will be attached to your application.
  - If your recommenders do not receive the notification, please have them check their SPAM folder.

## HELPFUL TIPS

- Avoid using ALL CAPITAL LETTERS—use sentence case (e.g. John Smith, **not** JOHN SMITH).
- Make sure you spell your name correctly and in English; do not use special characters.
- Use only alphanumeric characters in the data fields. Special characters and accents (ä, é, ç, ñ) may not input correctly.
- Complete all fields in this application in English.
- Take care to answer all questions to the best of your ability.
- Please remember to save your application if you would like to take a break before submitting it.
- Submit only the items requested. Unsolicited materials will not be included in the review process.
- Once you SUBMIT your application, you can no longer make changes to it.

## ADDITIONAL GUIDANCE

### PERSONAL INFORMATION

- Enter your name exactly as it appears on your passport (or birth certificate).
- Should you be selected for a Killam Fellowship, you will require a passport valid for at least six months following the end of your award.
- If you have not already done so, fill out a [request for two references](#).

### HISTORY

- Curriculum Vitae (CV)
    - Present your Curriculum Vitae/Résumé in a clear and concise format (not in paragraphs).
    - Provide details, among other things, about your education, work and volunteer experience, scholarships, awards and achievements, interests, and languages.
  - When entering your educational profile, start with your current institution and then enter each additional post-secondary educational institution you have attended.
  - Should you be selected for a Killam Fellowship, an official transcript may be required.
  - Enter the most important and relevant scholarships, fellowships, awards, and special achievements. You may provide additional information in your CV.
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## AWARD PREFERENCES

- Personal Statement
  - Provide a narrative statement explaining why you want to study in the United States as a Killam Fellow.
  - Discuss what you hope to accomplish during your exchange in the United States and how the experience fits your current interests and future goals.
  - Highlight any experiences demonstrating your ability to adapt to other cultural settings, a willingness to share with or learn from others of different national identities, and your ability to serve as an ambassador for Canada.
  - Provide a unique statement.
- Select whether you are competing in the Direct Exchange Program and/or the Open Competition.

### DIRECT EXCHANGE PROGRAM

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- Students from **partner institutions** apply for admission to **partner institutions**.
- If placements are not available at your ranked host institutions, alternate options may be offered.

### OPEN COMPETITION PROGRAM

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- Students from **non-partner institutions** may apply concurrently for:
  1. An existing exchange program through their home institution, and consequently, attend the host institution as an exchange student.
  2. Admission to any accredited institution in the United States as a visiting student.
- Students from **partner institutions** may apply concurrently for:
  1. An existing exchange program through their home institution, and consequently, attend any accredited **non-partner institution** as an exchange student.
  2. Admission to any accredited **non-partner institution** in the United States as a visiting student.
- Be aware that preference will be given to students requesting a single-term placement.
- You are responsible for ensuring that your home institution approves the programs of study at your proposed host institutions and that these programs meet all requirements of the home institution.

## LANGUAGE PROFICIENCY

- Please use the provided rating scale for your First Language and any other languages.
- Be aware that your host institution may require a TOEFL score.

## SUPPLEMENTARY DOCUMENT PACKAGE

- Upload the Cover Sheet, Course Selection Forms, and Letter(s) of Acceptance as one pdf.

## CONFIRMATION

- Please complete the brief survey and sign your application.



## DIRECT EXCHANGE PROGRAM CANADIAN UNIVERSITY PARTNERS

The following are partner institutions in the direct exchange program. For more information, and to enquire about these institution's **internal deadlines**, please contact:



### Scholarships and Financial Assistance

Box 78, 15 University Avenue  
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One University. One World. Yours.

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If you have any questions, please contact:

The Killam Fellowships Program at the  
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