



Indigenous Citizenship Declaration Policy

Frequently Asked Questions: Staff



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The following FAQs describe the changes introduced as a result of the new Indigenous Citizenship Declaration (ICD) Policy and its implementation. Additional FAQs have been provided with the intention of support staff members who hold student-facing roles and may encounter additional, student-centred questions about the policy. Those FAQs are highlighted with [determine symbol or highlighting method].

If you are a hiring manager, please refer to the step-by-step hiring guides available on our webpage: uvic.ca/ovpi/icd.

Q: What is the Indigenous Citizenship Declaration (ICD) Policy?

A: The ICD Policy revises the eligibility criteria for Indigenous-specific opportunities that result in material gain. To be eligible for employment opportunities, awards, grants, and bursaries marked for Indigenous Peoples, applicants must provide (1) a declaration and (2) supporting information. Applications will be review in alignment with the ICD Policy and its Procedures (GV0810).

The ICD Policy affirms UVic's commitment to uphold Indigenous laws and protocols, ensuring that the eligibility requirements for opportunities designated for Indigenous Peoples are consistent with the ways that Indigenous Nations, Peoples and Communities determine their citizenship. The Policy also recognizes the ways that colonialism has disrupted Indigenous legal orders and personal relations with families and communities, and the Policy provides an avenue for folks to demonstrate eligibility through an extended review process. You can find more information about the ICD Policy and resources related to implementation on our webpage: uvic.ca/ovpi/icd.

Q: What opportunities are impacted by the ICD Policy?

A: All opportunities impacted by the ICD Policy will be advertised with language stating the eligibility requirements. Supporting information is required to access financial or professional opportunities intended for Indigenous Peoples. This includes: awards, work-study placements, research assistantships, grants and staff positions intended for Indigenous Peoples.

Q: When will I be asked as a staff member to engage with the ICD Policy?

A: You will be asked to engage with the ICD Policy if you apply for a new opportunity designated for Indigenous Peoples that results in material gain. Importantly, the policy only affects eligibility requirements for applications or nominations that were opened after the Nov. 1, 2025, effective date.

If you were hired in an Indigenous-specific staff position that was posted before November 1, 2025, and you did not complete the ICD eligibility requirements during your hiring process, you will be required to do so during the application process for any new opportunities.

If you were hired in an Indigenous-specific staff position that was posted after the ICD Policy's effective date of Nov. 1, 2025, you will have already completed the ICD eligibility requirements during the hiring process. Having satisfied eligibility requirements during the hiring process, you will remain eligible for Indigenous-specific opportunities throughout your time at UVic.

More info & FAQs
uvic.ca/ovpi/icd





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Q: Is the ICD Policy retroactive?

A: No, the Policy does not change the terms of eligibility for opportunities that have already been awarded/granted, nor does it change the terms of eligibility for opportunities that were posted/advertised prior to November 1, 2025, and have not yet been awarded/granted.

Q: How do I provide supporting information?

A: You can provide supporting information at anytime by using your NetlinkID to log into the ICD Application Portal (icdportal.uvic.ca). There, you can start your ICD Application and upload supporting information for review. In a few days, you will receive a notification confirming that you're eligible for Indigenous awards and opportunities. If there are any issues with your ICD application, a member of the OVPI team will reach out to you with next steps. Please note: due to the highly-sensitive and confidential nature of data held by the ICD Application Portal, the portal is currently protected by a VPN. If student are accessing the ICD Portal from off-campus, they will need to install and connect to UVic's free VPN on your device. Instructions and support to do so is available: <https://www.uvic.ca/systems/services/pages/vpn.php>.

Q: When can I provide supporting information?

A: If you anticipate applying for a new staff position designated for Indigenous Peoples, or if you're applying for Indigenous-specific funding, you are encouraged to start an ICD Application and upload supporting information as soon as you're able to. To avoid stressful situations, please don't wait until applications for opportunities are due to gather your supporting information and start your application.

Our team also understands that sometimes tight deadlines are unavoidable: you can flag your ICD application as "urgent" if you find yourself in a tricky spot.

Q: How long will it take to review my ICD application?

A: Typically, ICD Applications will be reviewed and designated with eligibility within 1-3 business days. However, ICD Applications that fall within the scope of Policy Section 15.00 a-e will go through an Extended Review Process that could take up to 4 weeks depending on the nature of the application. If you have questions about the ICD Policy or if you anticipate requiring an Extended Review, please reach out to our ICD Team at vpiciid@uvic.ca.

Please note: Where the timelines of Extended Review process would negatively or unfairly impact an applicant's ability to proceed with an opportunity, there are mechanisms available to temporarily suspend the eligibility requirement with the understanding that no positions or funds will be offered, awarded or distributed until the review has been completed and applicant has demonstrated eligibility.





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Q: What is an extended review process?

A: The extended review process was designed to offer a wholistic assessment of an applicant's extended declaration in relation to available supporting information in circumstances where (1) an Indigenous community does not issue enrolment cards or documents, and/or where (2) oppressive, colonial policies have disrupted Indigenous legal orders, impacted practices of state recognition, and/or otherwise challenged kinship relationships.

Within the first eight months of implementation, **10%** of ICD applications have undergone an extended review process and have helped to build knowledge and precedence for the assessment of future applications.

Q: What is the difference between Affirmation and Conditional Affirmation?

A: Both Affirmed and Conditionally Affirmed applicants are equally eligible for Indigenous-specific opportunities. Affirmed means that an application satisfies the requirements for Supporting Information as established by an Agreement between UVic and the Indigenous Nation, People or Community named by the applicant. Currently, UVic does not hold any agreements, and so all applications will be reviewed in accordance with the Associated Procedures. If the application satisfies the requirements for Supporting Information as outlined in the Associated Procedures, then it will be Conditionally Affirmed.

If your application is Conditionally Affirmed and your Nation later establishes an Agreement with the University, to be Affirmed as eligible for future opportunities, you may be asked to provide the information required by your Nation as per that Agreement. These Agreements are not retroactive and do not affect the status of, or continued access to, opportunities that were awarded or granted prior to the Agreement coming into effect. All Applicants who may be affected by an Agreement will be contacted and provided time to edit and resubmit their applications.

Q: I'm applying for multiple opportunities. Do I need to provide my supporting information each time?

A: No, you only need to upload your supporting information once through the ICD Portal. The university keeps a record of your application to confirm your eligibility for multiple or future Indigenous opportunities you might apply for while you're a UVic staff member.

Q: What if I don't want to provide supporting information?

A: You can still identify as Indigenous, but you might not be eligible for Indigenous-specific awards and opportunities that require additional supporting information.

The university respects that folks, for many reasons, may choose not to engage with the ICD Policy, and affirms that no one should face discrimination or harassment for this decision.





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Q: What is happening to self-identification?

A: Self-identification remains the only criteria for accessing supports and services intended to support the health and wellbeing of Indigenous members of the UVic community. Access to the First Peoples House (for example) remains unchanged by the new policy.

The University understands that Indigenous Citizenship, belonging and identity reflects dynamic and distinct social, political, and legal formations and expressions that exceed the focus and scope of this Policy. In no way does this Policy intend to attenuate, restrict or reduce these meanings and expressions” (Section 6.0 GV0810), we continue to respect self-identification and honour the ways that people bring their identities, relations and experiences to the work we do as a campus and academic community.

We understand that the choice to not engage with the ICD Process and to not access future/new Indigenous-specific opportunities is not in any way a reflection of the veracity of one’s self-identification. The Discrimination and Harassment Prevention and Response Policy (GV0205) specifically identifies Indigenous identity and ancestry as protected characteristics.

We encourage Indigenous students to self-identify in their applications to the university. This allows our offices to communicate Indigenous students supports out to Indigenous students and to invite them to events and opportunities that do not require ICD Eligibility.

Self-identification also helps the OVPI connect with students and staff members who may need support navigating the new eligibility process.

Q: What does the ICD Policy say about fraudulent representations of Indigenous identity?

A: The university has existing policies and mechanisms to address fraud, academic integrity, and misconduct. Matters concerning Indigenous identity fraud will be taken up within those existing processes. The ICD Policy governs eligibility criteria for Indigenous-specific opportunities administered by the university, and its scope does not extend to disciplinary measures. The implementation of the Policy is limited to ensuring that new opportunities are advertised with the new eligibility requirements and that those opportunities are adjudicated and awarded based on successful applicants demonstrating eligibility.

Q: I still have questions. Who can help me?

A: Please reach out to our friendly team by emailing vpicd@uvic.ca. If you help navigating the ICD Portal or finding supporting information, a policy navigator is available to assist during office hours, support events posted on uvic.ca/ovpi/icd, or during a time convenient for you. Please email Carmin, Policy Navigation Officer (carminb@uvic.ca) to connect.

If you are in an administrative role and need assistance with implementation, hiring and/or critical issues, please email the dedicated Policy Implementation Manager, Keyara (keyarab@uvic.ca).





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Q: Where can we direct questions about ICD from students?

A: If a student is asking questions about the ICD Policy and their eligibility beyond the information included in this FAQ, or what can be found on the [ICD website](#), please direct inquiries to vpiicd@uvic.ca. Multiple members from our ICD Team monitor this email and will be able to respond to these inquiries in a timely manner.

Q: What happens if eligibility cannot be determined for a student before the opportunity's application deadline?

A: In the case that a student's application requires special consideration through an extended review, and eligibility cannot be established prior to an opportunity's deadline, the Policy Implementation Manager can work with the administrator of the opportunity to determine next steps.

Next steps may look like: conditionally accepting the student's application (with the final decision or the final distribution of funds withheld until eligibility can be confirmed); enrolling a student in a program on the condition that eligibility is confirmed by a set date; or other arrangement to be determined. Please reach out to vpiicd@uvic.ca as soon as possible.

