**Strategic Framework Experiential Learning Fund (SF-ELF)**

Application package

# Travel award application for internships and field schools

## Section 1: Applicant information

Please complete the following applicant information and declaration as part of your application package. You may complete the Word document and include a digital signature or print and scan your completed document.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name:** |  |  |  | **Student ID:** | V00 |
|  | First name | Last name |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phone:** |  |  | **Email:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of internship or field school:** |  | | | |
| **Course code:** |  | | | |
| **Department/Major:** |  | | | |
| **Level of study:** |  | Undergraduate |  | Graduate |

**Term information for when funding is being requested**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Term:** |  | Fall |  | Spring |  | Summer |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Term start date:** |  |  | **Term end date:** |  |
|  | *YYYY/MM/DD* |  |  | *YYYY/MM/DD* |

|  |  |
| --- | --- |
| **Number of academic terms completed by start of placement** |  |

**Practicum or field school information**

|  |  |
| --- | --- |
| **Company/organization name (if applicable):** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location:** |  |  |  | |  |  |
|  | *City/ Town* |  | *Province/ State* | |  | *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 this Strategic Framework Experiential Learning Fund. I certify that the information given in this application is true and complete.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Applicant signature** |  | **Date (YYYY/MM/DD)** |

## Section 4: Statement of intent

Provide or attach a statement of intent answering the following questions:

1. Brief description of your duties and/or responsibilities, if applicable.
2. Brief outline of what you expect to learn from this experience and how this experience will impact the community.
3. Brief answer to “What were the three main criteria influencing your decision to take this opportunity outside the Victoria region?”
4. Brief description of any special circumstances (e.g. financial, caregiving, circumstantial, etc.) that could assist the committee in making their decision.

The statement should be no more than one page, double spaced, size 12 font.

## Section 5: Résumé

 Attach a copy of your résumé.

## Section 6: Transcript

 Attach a copy of your administrative (unofficial) transcript.

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All sections and attachments should be completed and submitted to the Office of the Dean of the faculty offering the internship or field school.

**Section 1: Applicant information**

**Section 2: Declaration (signed)**

**Section 3: Statement of intent**

**Section 4: Résumé**

**Section 5: Transcript**

Please compile all sections into a single PDF in the order listed above and name the PDF in the following format:

Firstname\_Lastname\_TermYear\_SF-ELF.pdf

(For example: Alex\_Smith\_Fall2022\_SF-ELF.pdf)

*Learn more about the Experiential Learning Fund at* [*https://www.uvic.ca/experiential*](https://www.uvic.ca/experiential)