

## **Student Checklist for 2012 SSHRC Master's Competition**

### **1. Submission Format**

- a. 1 complete original application with original signatures
- b. 4 complete collated copies of the original application

**Note:** *do not prepare 4 additional copies until application packet has been reviewed and approved by the Graduate Program Coordinator.*

### **2. Eligibility Section**

- a. Applicant is a Canadian citizen or Permanent Resident of Canada
- b. Applicant has a "First-class GPA" in each of the last two reference periods (i.e. last two years of full-time study or equivalent); in Education this means a minimum of 3.7 / 4.0.
  - 1. If GPA is less than this, applicant's low GPA must be justified on the departmental appraisal, so provide a brief explanation on a separate sheet of paper to the Graduate Program Director.
  - 2. The Graduate Program Coordinator will figure out your official GPA, so check to make sure it is high enough.
- c. Applicant is pursuing first graduate degree
- d. Applicant has not already received SSHRC/CHIR/NSERC funding for same/previous MA degree
- e. Proposed start date of award is May 2012, Sept. 2012, Jan. 2013
- f. Applicant has completed less than 12 months of graduate study by award start date (including ALL previous graduate study)

### **3. Application Section**

- a. Printed-out official M.A. application form:
  - 1. no watermark,
  - 2. bottom of pages reads "Checked/Application WEB"
- b. Number of months is accurate (check transcripts and calculation tool – must be divisible by four) (p. 3)
- c. Signature is original. (p. 3)
- d. Start date of program matches transcripts / Academic Background (p. 4)
- e. Academic Background matches transcripts and list of transcripts (p. 9)
- f. Discipline code (p. 7) must start with 612, for Education
- g. Pages 1 through 9 are included and complete

### **4. Formatting for Attachments**

- a. typed; 12-point font
- b. single-sided pages
- c. single-spaced; maximum six lines of type per inch
- d. on white 8.5" x 11" paper
- e. margins minimum of ¾" all sides
- f. pages numbered
- g. Each page has applicant's name within margins at top right-hand corner.
- h. Program of Study – 2 pages maximum

- i. Bibliography and Citations – 5 pages maximum
- j. Optional: Research Contributions – 1 page maximum

**5. Order of Presentation**

- a. Pages 1-9 of application form
- b. Consent to Disclosure of Personal Information Form
- c. Program of Study
- d. Bibliography and Citations: standard Education style is APA; make sure it is correct and consistent.
- e. University Transcripts in chronological order (oldest to most recent)
  - 1. all transcripts are originals or certified copies of original for overseas transcripts
  - 2. includes transcripts from host universities for transfer credits

*The Department will add in the two letters of reference, on the official form, as well as the official Departmental appraisal form on the official form. You do not need to include these forms yourself.*

***MAKE SURE YOU PROOFREAD CAREFULLY (get other eyes to help!). Sloppy proofreading indicates that you do not care about the comfort of your readers...***