

## McGill School of Continuing Studies Experiential Empowerment and Development (SEED) Initiative

### Candidate Application Form

This is the application form for the [McGill University's School of Continuing Studies \(SCS\)](#) Experiential Empowerment and Development (SEED) Initiative, funded by [ScotiaRISE™](#). The SEED Initiative covers tuition and fees for the Professional Development Certificate (PDC) in Collaboration & Productivity, French language courses, one optional professional development online course, one professional certification course and exam, as well as career advising and support in finding employment opportunities in their field. The goal of this Initiative is to provide participants with knowledge, skills, and practical experience to help improve their employment prospects and long-term income stability. Further information is available on the [SCS website](#).

#### INSTRUCTIONS

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To be considered for the SEED Initiative, complete and send this form and all documentation requested to:

[seed-documents@mcgill.ca](mailto:seed-documents@mcgill.ca)

#### PROGRAM ELIGIBILITY

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Applicants interested in participating in this Initiative, must meet the following eligibility criteria:

- Be 21 years of age or older in order to be admitted as mature student
- Provide proof of citizenship/residency status in Canada
- Submit all documentation requested on this *Candidate Application Form*.
- Completion of a French language placement test provided by the School of Continuing Studies upon receipt of this application form. *Please note, priority will be given to those candidates who score a minimum of low-intermediate proficiency level (e.g., equivalent to A2 on the CEFR scale, or level 3-4 of francisation).*

#### LANGUAGE PROFICIENCY

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Proof of English proficiency is not required for the PDC. However, since the language of instruction is English, a good command of English is required to perform well in courses and complete the program.

#### Notice regarding collection of personal information

Applicant documents and data are protected on secure servers. Access to identifying information is restricted to the SEED Selection Committee. Identifying information will not be shared with internal or external bodies.

#### How we use applicant census data

Identifying information will never be shared with any external bodies, instructors, supervisors, or fellow students. Your data will be used to inform your eligibility for the SEED program and/or for demographic research purposes only.

#### Destruction of applicant data

If you do not become a registered student at McGill, your data will be destroyed within 18 months of your application. If you become a registered student at McGill, the identifying information provided as part of this Applicant Form will be destroyed within 18 months of your application.

## Section A – Personal Information

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1. Last name: \_\_\_\_\_
2. First name: \_\_\_\_\_
3. Date of birth (dd/mm/year): \_\_\_\_\_
4. Street Address: \_\_\_\_\_
5. City, Postal Code: \_\_\_\_\_
6. Phone number(s): \_\_\_\_\_
7. Email: \_\_\_\_\_
8. LinkedIn URL (if available): \_\_\_\_\_

9. What is your preferred language for communication?      English          French
10. What category describes your residency status\*?       Canadian citizen – living in Quebec  
 Permanent Resident – living in Quebec  
 Convention (accepted) Refugee – living in Quebec  
 Work permit\*\* – living in Quebec  
 Other\*\*:  
\_\_\_\_\_

*\* It is the responsibility of the applicant to ensure that they have the right to study for the duration of the program as per their immigration status in Canada.*

*\*\*If you hold an open work permit or are applying under an "Other" status, do you intend on settling in Quebec or Canada long-term?*

Yes       No

11. Gender:      Female      Male      Non-binary\*      Decline to state  
 (F)       (M)       (X)       N/A

*\* Non-binary includes but is not limited to Two-Spirit, Transgender, Intersex, and other identities not included in M or F.*

12. Are you a newcomer to Canada      Yes          No      
(arrived in the last five years)?

## Section B – Education

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13. What is your highest level of education?

- College or CÉGEP diploma  
Field(s): \_\_\_\_\_
- Bachelor's degree  
Field(s): \_\_\_\_\_
- Master's degree  
Field(s): \_\_\_\_\_
- PhD:  
Field(s): \_\_\_\_\_
- Other education: \_\_\_\_\_

14. Are you currently in an educational program?      Yes            No     

If you answered "Yes", which type(s) of educational programs are you enrolled in?

- Adult education – AEC program
- CÉGEP/College/Private College – AEC Program
- CÉGEP/College/Private College – DEC Program
- University certificate, diploma, or graduate certificate
- University – degree program
- English language courses
- French language courses
- Other: \_\_\_\_\_

15. Have you ever attended McGill University?      Yes            No     

## Section C – French Proficiency

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Please select which applies to you:

- I am already fluent in French and will not be needing a French language course.
- I need to improve my French proficiency level.
- I agree to take the French language placement test provided by the School of Continuing Studies.

How would you rate your current level of proficiency in French\*?

*\*Please refer to the description of levels at the end of this form.*

No knowledge	Beginner	Low-intermediate		Mid-intermediate		High-intermediate		Advanced		Native/Fluent
		2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	10

## Section D – Personal Statement

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Please provide a brief statement below or attach a separate page (maximum 300 words) explaining:

- 1) Why you think you are a good fit for the SEED initiative,
- 2) Your career goals and how this Initiative can help you attain them, and
- 3) Any other information you would like us to consider.

## Section E – Reference

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You must be able to provide at least one academic or professional reference. This person can be someone from your community organization, your place of work or educational institution, such as a supervisor, teacher, coach, or mentor. A referee cannot be a friend or family member. Please have your reference complete the attached *SEED Candidate Reference Form* (Appendix B) and include it with your application.

## Section F – Curriculum Vitae or Resume

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Include a copy of your curriculum vitae or resume with this application.

## Section G – Acknowledgement and Signature

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***By submitting this SEED Initiative Candidate Application, I confirm and acknowledge that:***

- The details as set out in this *Candidate Application Form* are true and accurate.
- The submission of false information on this *Candidate Application Form* can lead to refusal of selection into or being removed from the SEED Initiative.
- The Selection Committee reserves the right to require more detailed documentation to support claims made on the *Candidate Application Form*.
- The submission of this application does not ensure selection to the SEED Initiative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Checklist

Please ensure that you have completed all sections before submitting your Candidate Application Form

- |   |                                    |                                    |
|---|------------------------------------|------------------------------------|
| <input type="checkbox"/> Section A – Personal Information | <input type="checkbox"/> Section D | <input type="checkbox"/> Section G |
| <input type="checkbox"/> Section B - Education            | <input type="checkbox"/> Section E |                                    |
| <input type="checkbox"/> Section C – French Proficiency   | <input type="checkbox"/> Section F |                                    |

**IMPORTANT:** Required legal documents to be submitted as part of your application:

<b>Citizenship/Residency status legal document:</b>  <b>As proof of citizenship or residency status, we require one of the following documents:</b>	<b>Proof of Age legal document:</b>  <b>As a proof of age, we require one of the legal documents below:</b>	<b>Proof of education:</b>  <b>As a proof of education, include a copy of your transcript(s) or diploma(s)</b>
<ul style="list-style-type: none"> <li>• <b>Canadian Passport</b> -OR-</li> <li>• <b>Canadian Citizenship Card or Canadian Citizenship Certificate</b> (Both front and back of card) -OR-</li> <li>• <b>Permanent Resident Card</b> (Both front and back of card) <b>and Record of Landing Paper</b> (IMM 1000 or 5292) -OR-</li> <li>• <b>Convention (accepted) refugee documentation</b> -OR-</li> <li>• <b>A copy of Work Permit issued on or before 2023-06-07 or work permit extension submission confirmation issued on or before 2023-06-07</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Driver’s Licence</b> -OR-</li> <li>• <b>A copy of Quebec Birth Certificate</b> (must have notation “Certified” or “Certifié conforme”) -OR-</li> <li>• <b>Canadian Birth Certificate</b> (if you were born in Canada outside of Quebec) -OR-</li> <li>• <b>Valid Passport</b> (from your country of residence) -OR-</li> <li>• <b>Birth certificate</b> (in original language, with official translation if not in English or French)</li> </ul>	<ul style="list-style-type: none"> <li>• College, university, and/or graduate school transcripts</li> <li>• College, university, and/or graduate school diploma, certificate, accreditation, etc.</li> </ul>

### Indigenous Applicants

A valid **Certificate of Indian Status Card or Makivik Society Card** (documents must be accompanied by the Band Letter) *Status Card* issued by the federal government of Canada (both sides of card). Your card must indicate that you are a member of a recognized Quebec territory.

If the card does not indicate a recognized Quebec territory, you must also provide **one** of the following:

Band council letter - A letter signed by your band council and on band letterhead, attesting that you are a member of a Ministry-recognized Quebec nation.

Beneficiary card - If you are a James Bay Treaty beneficiary, a copy of your beneficiary card issued by the Cree Grand Council, providing that your beneficiary number is shown.

*Please submit this form and supporting documents to the School of Continuing Studies  
SEED Initiative at [seed-documents@mcqill.ca](mailto:seed-documents@mcqill.ca)*

# APPENDIX A

## French Language Proficiency Level Self-Evaluation Scale

Overall, how would you evaluate your current level of French?  
D'après vous, quel est votre niveau général de français?

**0 = No knowledge of French / Aucune connaissance de français**

**1 = Elementary:** Can understand 10 to 20% of all spoken and written French at work and in everyday interactions. Can introduce and express oneself with relative ease on everyday life subjects (sports, food, travel, hobbies, etc.). / **Élémentaire:** peut comprendre 10 à 20% de tout ce qui est lu ou entendu au travail et dans les interactions de la vie quotidienne. Peut se présenter et s'exprimer avec une aisance relative sur des sujets de la vie quotidienne (sport, nourriture, voyage, passe-temps, etc).

**2/3= Low-intermediate :** Can understand 30 to 40% of all spoken and written French at work and in everyday interactions. Can introduce and express oneself with ease on everyday life subjects (sports, food, travel, hobbies, etc.). / **Intermédiaire bas:** peut comprendre 30 à 40% de tout ce qui est lu ou entendu au travail et dans les interactions de la vie quotidienne. Peut se présenter et s'exprimer avec aisance sur des sujets de la vie quotidienne (sport, nourriture, voyage, passe-temps, etc).

**4/5 = Mid-intermediate :** Can understand 50 to 60% of all spoken and written French at work and in everyday interactions. Can express opinions, doubts or disagreement with ease on simple or known subjects but not on complex or abstract subjects (for example : social issues). / **Intermédiaire moyen:** peut comprendre 50 à 60% de tout ce qui est lu ou entendu au travail et dans les interactions de la vie quotidienne. Peut exprimer ses opinions, doutes et désaccord avec aisance sur des sujets simples ou déjà connus mais pas sur les sujets plus complexes ou abstraits (exemple : débats de société).

**6/7 = High-intermediate :** Can understand 70 to 80% of all spoken and written French at work and in everyday interactions. Can express opinions, doubts or disagreement with ease on most simple subjects and some complex or abstract subjects (for example : social issues). / **Intermédiaire élevé :** peut comprendre 70 à 80% de tout ce qui est lu ou entendu au travail et dans les interactions de la vie quotidienne. Peut exprimer ses opinions, doutes et désaccord avec aisance sur la majorité des sujets simples et sur certains sujets plus complexes ou abstraits (exemple : débats de société).

**8/9 = Advanced :** Can understand 90% of all spoken and written French at work and in everyday interactions. Can express any idea or opinion with ease most of the time, no matter if the subject is known or new. / **Avancé :** peut comprendre 90% de tout ce qui est lu ou entendu au travail et dans les interactions de la vie quotidienne. Peut exprimer toute idée ou opinion avec aisance la majorité du temps, aussi bien sur des sujets connus que sur de nouveaux sujets.

**10 = Completely fluent / Parfaitement francophone**

# Appendix B

## SEED INITIATIVE

### Candidate Reference Form

#### INSTRUCTIONS

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Please fill out this form if you have agreed to be a reference for a prospective applicant for McGill University's School of Continuing Studies Experiential Empowerment and Development (SEED) Initiative, funded by [ScotiaRISE™](#).

The SEED Initiative covers tuition and fees for the Professional Development Certificate (PDC) in Collaboration & Productivity, one or more French language courses, and career advising and employment search support. The goal of this initiative is to provide selected participants with knowledge, skills, and practical experience to help increase their employability and long-term income stability. Further information on this initiative is available on the [SCS website](#).

#### REFERENCE PROVIDED FOR:

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First name: \_\_\_\_\_

Last name: \_\_\_\_\_

#### YOUR INFORMATION:

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First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number (Cell): \_\_\_\_\_

Phone number (Office): \_\_\_\_\_

1. In what capacity have you known the candidate?

2. How long have you known the candidate?

3. Please indicate what skills and competencies you think this candidate might benefit from to help advance their career?



4. Please provide a brief explanation as to why you think this candidate is a good fit for this initiative.

Based on the description of the SEED Initiative, use the scale below to rate the candidate in the following areas:

Area	Very high	High	Average	Low	Very Low	Unable to answer
1. Ability to focus time and effort on professional development and training.						
2. Ability to work well with others.						
3. Setting and achieving goals.						
4. Positive work ethic						
5. Motivation to undertake professional development and training.						

Feel free to provide additional comments.

*By submitting this SEED Initiative Candidate Reference Form, I confirm and acknowledge that the information I am providing regarding the applicant for whom I am providing this reference is correct and has been completed to the best of my knowledge. If the information submitted in this application is found to be false or intentionally misrepresented, I understand that this will impact the candidate's application.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_