

# DOUGLAS COLLEGE

## International Programs Award/Scholarship Application Form

This form is for Douglas College students who are participating in an International Program and wish to be considered for an award/scholarship. For information about awards/scholarships available for our international programs, please visit [www.douglascollege.ca/global](http://www.douglascollege.ca/global).

This form needs to be submitted in full by the deadlines given below:

For international programs in the Winter semester, the deadline is **September 30**.

For international programs in the Summer semester, the deadline is **January 31**.

For international programs in the Fall semester, the deadline is **March 31**.

**Applications will be accepted only if they are:**

1. **TYPED AND COMPLETE;** and
2. **submitted by email as ONE (1) PDF attachment, to [global@douglascollege.ca](mailto:global@douglascollege.ca). Hard copies will not be accepted.**

**Note: It is the applicant's responsibility to know their application deadline, that their part of the application is complete before submission, and that their referees submit their references also within the application deadline.**

<b>1. Checklist of documents to be completed and submitted</b>			
This application form Statement of Interest Unofficial transcript <input type="checkbox"/> Community involvement information		<input type="checkbox"/> One academic reference (form) – <b>We can use the same one(s) from your exchange or field school application. Let us know either way.</b>  <input type="checkbox"/> One non-academic reference	
<b>2. Student Information</b>			
Full Name:		Student Number:	
Date of Birth (dd-mm-yy):	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	Social Insurance Number (For domestic students, this must be entered in student account. For international students, this must be provided on this form):	
Permanent Mailing Address:		City/Town:	Province: Postal Code:
Phone Number:	Email Address:		
<b>3. Information about the international activity in which you are planning to participate</b>			
International Activity Type:		Institution (if applicable):	
City, State, Country:		Activity/Program Start Date (dd-mm-yy):	Activity/Program End Date (dd-mm-yy):
<b>4. Have you previously received a Douglas College International Studies Award of Distinction?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>5. If applicable, what country have you emigrated from?</b>		<b>In what year?</b>	

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### 6. Statement of Interest

The statement should be type-written and between 250 -500 words.

Please explain why you have decided to participate in an international experience, and how it will fit with your academic, professional, and personal goals.

Describe what impact you believe this experience will have on you, and what relevant experiences you have had that will help you adapt to new situations, and make this a successful experience.

### 7. Unofficial Transcript

The unofficial copy of your transcript can be generated online from your Douglas College student account.

### 8. Academic Reference

Academic references are to be given using the Academic Reference Form. This can be found on this webpage <https://www.douglascollege.ca/programs-courses/international-programs-exchanges/study-abroad/exchanges/outgoing-exchanges>, or any of the Field School webpages on the Douglas College website.

### 9. Non-academic Reference

Choose one non-academic referee who can speak to your volunteer or work activities in the community or at your educational institution. Your referee must not be a family member or friend. Ask them to write a letter that gives the following information:

- your name;
- how long they have known you and in what capacity;
- what they know of your past and ongoing volunteer or work activities and the extent of your involvement (period, number; of hours, role description and how well you fulfilled your role(s));
- your character, ability to work with people and adapt to new environments; and
- any special circumstances or achievements that they feel Douglas International should consider.

**The letter should be written on your referee's organization's/institution's letterhead and hand signed.**

There are four ways to submit this letter:

- 1) by you, the applicant, in an envelope sealed and signed by the referee; or
- 2) by the referee, a clear, scanned version emailed to [global@douglascollege.ca](mailto:global@douglascollege.ca); or
- 3) by the referee, in person to:  
Douglas College International
  - New Westminster Campus, Room S2800 (Mon-Fri); or
  - Coquitlam Campus, Room A1301A (Tue, Wed, or Thu); or
- 4) by fax to 604-527-5516. It is very important to write "Global Engagement" at the top of the first page before faxing.

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<b>10. Community Involvement</b>			
List your community and/or school involvement activities (volunteer and work) of the past three years that are relevant to this application.			
Name of activity:	Hours per month	From (mm-yy):	To (mm-yy):
Organization:	Contact person's full name:		
Contact person's email address:		Contact person's phone number:	
Description of your duties:			
Name of activity:	Hours per month	From (mm-yy):	To (mm-yy):
Organization:	Contact person's full name:		
Contact person's email address:		Contact person's phone number:	
Description of your duties:			

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Name of activity:	Hours per month	From (mm-yy):	To (mm-yy):
Organization:	Contact person's full name:		
Contact person's email address:		Contact person's phone number:	
Description of your duties:			
If particular circumstances prevented you from volunteering or working in your community and/or school, please explain the reasons below. List any other contributions which you believe to be equal to formal volunteer or work activities.			
<b>11. Declaration</b>			
I, the undersigned, certify that all statements on this application are true and complete and that no information has been withheld. Completion of this signed application permits Douglas College to request and/or confirm any information necessary to support my application.			
I understand that should I receive an award/scholarship and I am not able to participate in, or complete the program for any reason, I will return the award/scholarship immediately. I understand that attendance of all pre-departure sessions, and the submission of additional documents are mandatory in order to receive an award/scholarship.			
Signature of the applicant:		Date (dd-mm-yy):	