

## CHECKLIST Required documents as attachments to the E-form (B1, B2, A2)

Every applicant is responsible for his/her application. The following documents must be transmitted as an attachment to the application e-form by October 12, 2016 for Master's program applications and by October 18, 2016 for doctoral program applications. The following supporting documents must be grouped into the two blocks of attachments specified in the application e-form, and must be transmitted within the prescribed time. No reminder will be made and no supporting document may be added after the closing date and time of the competition.

### BLOCK 1 – DOCUMENTS REQUIRED FOR EVALUATION

- 1) Copy of the applicant's official transcripts for all programs, e.g. certificates, diplomas, bachelor's, master's or doctoral degrees, whether the studies were completed or not. It is the applicant's responsibility to ensure that all transcripts are obtained from the respective institutions within the prescribed time. If no transcript is available, applicant must submit a letter explaining the situation.
- 2) Copy of all transcripts from exchange programs or courses (equivalence).
- 3) Transcripts for university studies pursued at institutions outside Québec.
- 4) A short letter explaining the marking system must be provided for institutions outside Canada and the United States.
- 5) Acknowledgements from editors for articles that are submitted, accepted or in press (not required for articles already published). The applicants name must appear on the document. Without the acknowledgment of receipt from the publisher, a publication declared submitted, accepted or in press will not be considered for evaluation.

### BLOCK 2 – DOCUMENTS REQUIRED FOR ELIGIBILITY

- 1) Copy of a valid Québec medical insurance card or any other official document that proves resident status under the Health Insurance Act and the Regulation respecting the eligibility and registration of persons in respect of the Régie de l'assurance maladie du Québec. If this document is not available, the applicant must provide a letter addressed to the eligibility committee explaining the reasons, accompanied by proof that a replacement card has been requested from the Régie de l'assurance maladie du Québec.
- 2) For Canadian citizens born outside Canada, a copy of their proof of citizenship.  
**OR**
- 3) For permanent residents of Canada under the 2001 Immigration and Refugee Protection Act, ch. 27, a copy of their landing documents (IMM 1000 or IMM 5292) or their permanent resident card OR a copy of a proof that a permanent resident application has been submitted to Immigration and Citizenship Canada.

Additional required documents in the following order:

- 4) A registrar's attestation for any part-time session or sessions without registration in the program of study for which the scholarship is being sought, if applicable.
- 5) An official document attesting to the applicant's suspended registration and a medical certificate indicating the reason(s) and duration of the suspension or a statement of disability in the program of study for which the scholarship is being sought, if applicable.

**The letters of recommendation must be completed and transmitted electronically before the closing date and time of the competition. They will be automatically attached to the applicant's scholarship application. Only letters of recommendation filled out on the Fonds form will be accepted.**

**For more details, see section 3 of the Program rules.**