

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 8, 2014 for master's program applications and by October 9, 2014 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.

The required documents within each block must be scanned in a single document and numbered in the following order.

BLOCK 1 – DOCUMENTS REQUIRED FOR EVALUATION

1) Copy of all of the applicant's university transcripts (official transcripts or certified copies thereof), 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.

2) Copy of all transcripts from exchange programs or courses (equivalences).

3) Transcripts for all university studies pursued at institutions located outside Québec.

4) A short letter explaining the institutions' marking system must be provided in the case of 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).

BLOCK 2 – DOCUMENTS REQUIRED FOR ELIGIBILITY

1. A photocopy 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. The copy does not need to be authenticated. A card with an expiry date prior to November 2014 is not valid.

2. For Canadian citizens born outside Canada, a certified copy of their proof of citizenship.

3. For permanent residents of Canada under the 2001 *Immigration and Refugee Protection Act*, ch. 27, a certified 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 or unregistered sessions 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, 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.