

## 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 7, 2015 for master's program applications and by October 14, 2015 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. All transcripts

Applicant's most up-to-date official transcripts for all programs, e.g. certificates, diplomas, bachelor's, Master's or doctoral degrees, whether the studies were completed or not. If no transcript is available, applicant must submit a letter explaining the situation.

It is the applicant's responsibility to ensure that all transcripts are obtained from the respective institutions within the prescribed time.

2. Equivalences

Transcripts from exchange programs or courses (equivalence).

3. Transcripts from outside Québec (additional documents)

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

To be considered, articles that are submitted, accepted or in press must include an acknowledgement from the editor (letter or e-mail format). The applicant's name must appear on the article.

#### BLOCK 2 – DOCUMENTS REQUIRED FOR ELIGIBILITY

1. RAMQ card or other official document

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. 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. Proof of citizenship

Canadian citizens born outside Canada must provide a copy of their proof of citizenship.

3. Landed status in Canada

Permanent residents of Canada under the 2001 Immigration and Refugee Protection Act, ch. 27, must provide 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.

4. Part-time sessions

Applicants who completed part-time sessions since registering for a graduate degree must provide 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. Exception regarding eligibility period

Applicants seeking exceptions must provide an official document attesting to their suspended registration and a medical certificate that includes the reason(s) for the interruption and the duration of the suspension in the program of study for which the scholarship is being sought, if applicable.

**ATTENTION**

No appendices or documents other than those required will be forwarded to the evaluation committee.

No document transmitted to the Fonds by mail or e-mail will be accepted.

Applicants will not be able to update their files after the closing date and time of the competition.

The Fonds reserves the right to request additional documents for the purpose of establishing eligibility.

REMEMBER TO TRANSMIT YOUR COMPLETED APPLICATION.

To make sure that the latest version of your application has been successfully submitted, check that the word "Transmise" appears in your application file before the closing date and time of the competition.

**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.**