



THE KILLAM FELLOWSHIPS PROGRAM

APPLICATION INSTRUCTIONS

FOR AMERICAN UNDERGRADUATE STUDENTS

TO STUDY IN CANADA DURING THE 2012/13 ACADEMIC YEAR

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION

Introduction to the Killam Fellowships Program

The Killam Fellowships Program provides opportunities for exceptional undergraduate students from universities in Canada and the United States to study in the neighbouring country for either one semester or a full academic year. Established in 2002 through a partnership between the Foundation for Educational Exchange between Canada and the United States of America (Foundation) and the American Killam Trusts, the goal of the program is to increase mutual understanding between Canada and the United States of America through a program of residential exchange. After a very successful five-year pilot phase, the program is now open to all undergraduate students in good standing at four-year degree-granting institutions throughout Canada and the United States. Successful candidates will be full time undergraduate students for the year they take up the award.

Students can apply either to the direct exchange program (partner institutions) or the open competition program (self-placed). **Please note that this application is suitable for either or both programs.** Undergraduate students in all fields of study are encouraged to apply.

Direct Exchange Program: Killam Fellows who participate in the direct exchange program (partner institutions) will register at their home institution and attend the host institution as an exchange student and, during the course of their fellowship, will continue to pay tuition and fees to their home institution.

Open Competition Program: Killam Fellows who participate in the open competition (self-placed program) will enroll as a fee-paying visiting student at their host institution. The applicant is entirely responsible to apply for admission to any of his/her chosen institutions. However, they may choose to apply for an existing exchange program through their home institution, and consequently, attend the host institution as an exchange student.

Award Provisions

All Killam Fellows (direct exchange program and open competition) receive a cash award of US\$10,000 for a full academic year or US\$5,000 for one semester. They also receive a CAD\$500 allowance to offset the cost of health insurance. The fellowship includes a number of enrichment opportunities covered by the Killam Mobility Program, including the Fall Orientation, a Cultural Awareness Grant, and the Spring Seminar. Recipients are expected to use the award to cover costs associated with their education.

Please note that all Killam Fellowships are subject to Revenue Canada and Internal Revenue Service regulations.

Eligibility Requirements

In order to be considered for a Killam Fellowship to study in Canada, students must meet the following requirements at the time of application. The student must be:

- a citizen of the United States of America,
- a full-time undergraduate student in good standing at an accredited degree-granting institution in the United States,
- expected to receive an undergraduate degree in the Spring of 2013 or beyond,
- meet the eligibility requirements and regulations of the home university,
- proficient in English, and French, should the student plan to study at a French language institution,
- in possession of a superior academic record, and
- able to complete all steps of the application process prior to the published deadlines.

Please note that candidates of the direct exchange program must be nominated by their home university.



Application Process

Students applying from a partner institution for a direct exchange opportunity must submit their application to the appropriate office at their home institution by the deadline established by the home institution. Students applying for a self-placed opportunity in the open competition must inform the appropriate office at their home institution of their intention to study abroad in the upcoming academic year and may submit their application either through their home institution or directly to the Foundation. The applicant is entirely responsible to apply for admission to any of his/her chosen institutions. The Foundation encourages all students to work closely with their study abroad office (or equivalent).

Each participating partner institution will select up to six semesters of nominees (1 academic year = 2 semesters) from the applicant pool for a direct exchange opportunity and forward them to the Foundation for further consideration. They may, as well, submit as many applications as they deem appropriate to the open competition. All applications will be evaluated by the Killam Fellowships Adjudication Committee. This independent selection committee will review each application based on the applicant's academic record, the personal statement, the letters of reference, and the overall fit to program. Applicants will be notified of their status in April.

Application Instructions

1. All forms in this application are to be completed in English and should be entered in a font not smaller than 10 point.
2. Every question must be answered completely and carefully. Incomplete applications will not be considered.
3. Please limit your responses to the space provided and submit only the items requested. Unsolicited materials will not be included in the review process.
4. Do not put material in a binder or folder. Use 8 ½" x 11" white paper for all attachments to the application form.
5. Please provide a narrative statement explaining why you want to study in Canada as a Killam Fellow. Limit Personal Statement to one (1) single spaced page maximum, and in a 12 point font, with 1 inch margins. Your Personal Statement should not be a mere listing of facts, nor should it repeat the content of your C.V. Please discuss what you hope to accomplish during your semester or year in Canada and how the experience fits with your current interests and future goals. Given that the Killam Fellowships Program seeks to further mutual understanding between Canada and the United States, please highlight any experiences that demonstrate your ability to adapt to other cultural settings, a willingness to share with or learn from others of different national identities, and your ability to serve as an ambassador for the United States.
6. Please provide a three (3) page maximum curriculum vitae/résumé, in a 12 point font, with 1 inch margins. Your CV should be in a clear and concise format (not in paragraphs), and should provide details, among other things, pertaining to your education, work and volunteer experience, scholarships, awards and achievements, interests and languages.
7. Please provide a course selection for each institution for which you want to be considered, approved and signed by a student academic advisor at your home university. Please note that you must select undergraduate classes. Also, please be informed that some institutions may not provide classes in many of their specialized programs.
8. Students applying only for an open competition opportunity must provide confidential reference forms (accompanying letters are optional) in sealed envelopes with the signature of the referee on the seal. At least one reference should be from a current or recent university professor.
9. Students applying for a direct exchange opportunity will provide the confidential reference forms (and letters if included) as instructed by the Killam Fellowships advisor at the home institution. At least one reference should be from a current or recent university professor. If students participating in the Direct Exchange Program provide confidential reference forms (and letters if included) in sealed envelopes with the signature of the referee on the seal, the home institution selection committee may, of course, open the envelopes when evaluating the application.
10. Students applying for an open competition opportunity must provide official transcripts in sealed envelopes. Students applying for a direct exchange opportunity will provide official transcripts as instructed by the home institution. If students participating in the Direct Exchange Program provide official transcripts in sealed envelopes, the home institution selection committee may, of course, open the envelopes when evaluating the application.

Students applying to the open competition should submit their application packages to the Foundation.



Students applying to the direct exchange program should submit their complete application packages to the appropriate office at their home institution by the deadline set by their home institution. The home institution will then forward selected applications to the Foundation. 1.

Please see the included list for information on whom to contact about deadlines and where to submit the application package.

Application Components

A complete application consists of these components, in the following order:

- a completed cover sheet and checklist,
- a completed, signed and dated Killam Fellowships Program application form,
- a personal statement (one (1) single-spaced page **maximum**),
- a clear and concise curriculum vitae/résumé (three (3) pages **maximum**),
- a course selection for each institution for which you want to be considered, approved and signed by a student academic advisor at your home university,
- **two** reference forms in sealed envelopes with the signature of the referees on the seals. At least one reference should be from a professor familiar with the student's work (*see application instructions above for more details*),
- an official university transcript in a sealed envelope (*see application instructions above for more details*),
- a photocopy of your passport (preferable), birth certificate, or other documentation that verifies citizenship,
- a report on French language proficiency, if your first language is not French and you plan to study at a French language institution.

Please note that candidates may also be asked to submit a TOEFL score.

Selecting a Host Institution

Applicants are responsible for ensuring that their home institution approves the programs of study at their proposed host institutions and that these programs meet all of the requirements of the home institution.

The Foundation will make every effort to secure an appropriate placement. Students are matched with institutions according to very specific guidelines: each institution will typically host two Killam Fellows in a given academic year; and up to four semesters of direct exchange awards from the same home institution can be made in a given academic year.

**Please contact the office at your home institution listed below
to find out where and when to submit your application.**

American University	Arizona State University
Ms. Paula Warrick, Director Merit Awards, Career Center Butler Pavillion - 5th Floor 4400 Massachusetts Avenue NW Washington, DC 20016-8011 Tel: (202) 885-1817 Email: warrick@american.edu	Ms. Janet Burke, Associate Dean for National Scholarships/internships The Barrett Honors College PO Box 871612 Tempe, AZ 85287-1612 Tel: (480) 727-8204 Email: jmburke@asu.edu



<p>Bridgewater State College</p> <p>Ms. Susan Williams Global Studies Center for International Engagement Maxwell Library, Suite 330 10 Shaw Road Bridgewater MA 02325</p> <p>Tel: (508) 531-2421 E-mail: swilliams@bridgew.edu</p>	<p>Clemson University</p> <p>Dr. Teresa E. Wise Executive Director International Programs Office of International Affairs E-307 Martin Hall Box 345714 Clemson, SC 29634</p> <p>Tel: (864) 656-2457 Email: twise@clemson.edu</p>
<p>Ithaca College</p> <p>Ms. Rachel Cullenen Director of Study Abroad Office of International Programs 214-2 Center for Health Sciences Ithaca, NY 14850</p> <p>Tel: (607) 274-3306 E-mail: rcullenen@ithaca.edu</p>	<p>Smith College</p> <p>Mr. Donald G. Andrew Fellowships Adviser Class Deans Offices College Hall 101 Northampton, MA 01060</p> <p>Tel: (413) 585-4913 E-mail: dandrew@email.smith.edu</p>
<p>State University of New York - Plattsburgh</p> <p>Dr. Patricia Hoffmann Coordinator, Canadian Studies Academic Program Center for the Study of Canada 133 Court Street Plattsburgh, NY 12901</p> <p>Tel: (518) 564-4212 E-mail: hoffmap@plattsburgh.edu</p>	<p>University of Maine</p> <p>Ms. Orlina Boteva Study Abroad Advisor Office of International Programs 5782 Winslow Hall, Room 100 Orono, ME 04469-5782</p> <p>Tel: 207-581-1509 E-mail: orlina.boteva@maine.edu</p>
<p>University of Miami</p> <p>Ms. Erica Moussa Assistant Director, International Education and Exchange Programs P.O. Box 248263, Allen Hall, Room 111 Coral Gables, FL 33124-1610</p> <p>Tel: (305) 284-3434 E-mail: ejolman@miami.edu</p>	<p>University of Southern California</p> <p>Ms. Noosha Malek, Director Office of Academic & International Fellowships Undergraduate Programs, Office of the Provost 3601 Watt Way, GFS 227 Los Angeles, CA 90089-1695</p> <p>Tel: (213) 740-9116 E-mail: aifstaff@usc.edu</p>
<p>University of Washington</p> <p>Ms. Nadine Fabbi Associate Director Canadian Studies Center Henry M. Jackson School of International Studies Thomson Hall, Room 503 Box 353650 Seattle, WA 98195</p> <p>Tel: 206-543-6269 E-mail: nfabbi@u.washington.edu</p>	<p>Vanderbilt University</p> <p>Dr. Thomas Bogenschild Director, Global Education Office Office of Study Abroad Programs Student Life Center, Suite 115 310 25th Avenue So. Nashville, TN 37240</p> <p>Tel: 615-343-3139 E-mail: thomas.bogenschild@Vanderbilt.Edu</p>



Wellesley College Ms. Jennifer Thomas-Starck Director of International Studies Green Hall, 339B Wellesley, MA 02481 Tel: (781) 283-2320 E-mail: jthomass@wellesley.edu	
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If you have any questions, please contact:
The Killam Fellowships Program
at the
Foundation for Educational Exchange between Canada and the United States of America

Michelle Emond, Program Officer
memond@fulbright.ca
613-688-5513

**APPLICANTS IN THE OPEN COMPETITION SUBMIT APPLICATIONS
POST-MARKED ON OR BEFORE JANUARY 31, 2012 TO:**

THE KILLAM FELLOWSHIPS PROGRAM
350 ALBERT STREET, SUITE 2015
OTTAWA, ON K1R 1A4 CANADA

**APPLICANTS IN THE DIRECT EXCHANGE PROGRAM SUBMIT APPLICATIONS TO THE
APPROPRIATE OFFICE BY THEIR HOME INSTITUTION'S INTERNAL DEADLINE**

**PARTNER INSTITUTIONS FORWARD SELECTED APPLICATIONS
POST-MARKED ON OR BEFORE JANUARY 31, 2012 TO:**

THE KILLAM FELLOWSHIPS PROGRAM
350 ALBERT STREET, SUITE 2015
OTTAWA, ON K1R 1A4 CANADA



COVER SHEET AND CHECKLIST

KILLAM FELLOWSHIPS APPLICATION PACKAGE

Applicant Name

Title

First

Middle

Last

Home Institution

Field of Study

Major(s)

Minor(s)

Secure Application Package with a temporary fastener (paperclip) **DO NOT** use staples.
Applications are fillable. Handwritten applications will not be accepted.

- ☐ Killam Fellowships Program Application Form
Complete all sections of the fillable form. Please ensure the form is signed and dated.
- ☐ Personal Statement
One (1) single spaced page **maximum**. Use a 12 point font, with 1 inch margins.
- ☐ Confidential Reference Forms from **two** referees
Submit in sealed envelopes with the referee's signature on each seal. **If the applicant is participating in the Direct Exchange Program, the home institution selection committee may, of course, open the sealed envelopes when evaluating the application.**
Letters of reference, accompanying the forms, are optional.
At least one reference should be a university professor.
- ☐ Curriculum Vitae
Up to three (3) pages **maximum**. Use a 12 point font, with 1 inch margins.
- ☐ Course Selection Form
Submit for each institution for which you want to be considered.
Must be approved and signed by a home university student academic advisor.
Select undergraduate classes and be informed that some institutions will not allow for specialized program classes.
- ☐ French Language Proficiency Report
If your first language is not French and you plan to study at a French language institution, you are required to submit a language proficiency report. Please see the French Language Proficiency Report for further details.
- ☐ Official university transcript in a sealed envelope. **If the applicant is participating in the Direct Exchange Program, the home institution selection committee may, of course, open the sealed envelopes when evaluating the application.**
- ☐ Photocopy of your passport (preferred), birth certificate, or other documentation that verifies citizenship.

For official use only.

To be completed by the home institution of an applicant in the Direct Exchange Program (Partner Institution).

Name of Killam Campus Representative: _____

Title and Department: _____

Signature: _____

Date: _____

Committee decision (please check one):

☐ Nominate

☐ Do not nominate

**APPLICANTS IN THE OPEN COMPETITION SUBMIT APPLICATIONS
POST-MARKED ON OR BEFORE JANUARY 31, 2012 TO:**

THE KILLAM FELLOWSHIPS PROGRAM, 2015-350 ALBERT STREET, OTTAWA, ON K1R 1A4 CANADA

**APPLICANTS IN THE DIRECT EXCHANGE PROGRAM SUBMIT APPLICATIONS TO THE APPROPRIATE OFFICE BY THEIR HOME
INSTITUTION'S INTERNAL DEADLINE**

PARTNER INSTITUTIONS FORWARD SELECTED APPLICATIONS POST-MARKED ON OR BEFORE JANUARY 31, 2012 TO:

THE KILLAM FELLOWSHIPS PROGRAM, 2015-350 ALBERT STREET, OTTAWA, ON K1R 1A4 CANADA



THE KILLAM FELLOWSHIPS PROGRAM

APPLICATION FOR AMERICAN UNDERGRADUATE STUDENTS TO STUDY IN CANADA DURING THE 2012/13 ACADEMIC YEAR

Preference will be given to students requesting a single semester placement.

Placement Preference ☐ Fall 2012 Semester ☐ Either Semester ☐ Either One Semester or Full Year
☐ Spring 2013 Semester ☐ Full 2012/13 Academic Year

Applicant Name

Title First Middle Last

Country of Citizenship ☐ U.S.A.

Country of Legal Residence Place of Birth

Date of Birth day, month, year **Gender** Optional **Ethnicity** Optional

Home Institution

Field of Study Major(s) Minor(s)

Current Home Address **Valid Until** day, month, year

Street City State Zip Code

Country Phone FAX Email

Permanent Home Address

Street City State Zip Code

Country Phone FAX Email

Educational Profile (Please list most recent first)

<u>Institution (name and location)</u>	<u>Field of Study</u>	<u>Diploma or Degree</u>	<u>Date Received/Expected</u>	<u>GPA</u>

Scholarships, Fellowships, Internships, Awards or Special Achievements (Killam Fellowships may be held in conjunction with other awards and/or opportunities)

<u>Name</u>	<u>Source</u>	<u>Amount</u>	<u>Dates</u>	<u>Location</u>

Visits abroad since September 2008 (Please include only those visits of one month or more)

<u>Location</u>	<u>Purpose</u>	<u>Dates of Residence</u>	<u>Length of Stay</u>



Preferred Host Institutions

Students can apply to either the Direct Exchange Program, or the Open Competition. Candidates may be offered an award at any of the Direct Exchange host institutions.

Direct Exchange Program (Please rank at least three host institutions in order of preference – 1 is highest.)

_____ Acadia University	_____ Carleton University
_____ Dalhousie University	_____ McGill University
_____ McMaster University	_____ Memorial University of Newfoundland
_____ Mount Allison University	_____ Queen's University
_____ Université de Montréal	_____ University of Alberta
_____ University of Ottawa	_____ University of Prince Edward Island
_____ University of Toronto	_____ University of Victoria
_____ University of Western Ontario	_____ York University

Open Competition (Please identify three host institutions for the self-placed program.)

Preferred Host Institution 1) _____ **Institutional Contact** _____

Reason for Selection _____

Letter of Invitation/Acceptance ☐ Attached ☐ Expect to receive ☐ Contacted/Application Submitted ☐ No Contact

Alternate Host Institution 2) _____

Reason for Selection _____

Letter of Invitation/Acceptance ☐ Attached ☐ Expect to receive ☐ Contacted/Application Submitted ☐ No Contact

Alternate Host Institution 3) _____

Reason for Selection _____

Letter of Invitation/Acceptance ☐ Attached ☐ Expect to receive ☐ Contacted/Application Submitted ☐ No Contact

Language of Instruction (Indicate which language was used to satisfy the formal requirements for your studies at each of the following levels)

Secondary School _____ **Undergraduate Studies** _____

First Language _____

Language Proficiency (None, Poor, Good, Excellent)

	<u>Listening</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
English	_____	_____	_____	_____
French	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

Emergency Contact

_____ Name	_____ Relationship	_____ Email	_____ Telephone
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Statement by Applicant

By my signature I certify that, to the best of my knowledge, the information provided in this application is truthful, accurate, and complete. My signature grants consent to the collection and use of my personal information by the Foundation and its agents in the processing of this application and the subsequent administration of a Killam award.

Signature of Applicant _____ **Date** _____

How did you hear about the Program? _____

Personal Statement

Please attach a typed narrative statement of 500 words to a **maximum** of one (1) single spaced page, and in a 12 point font, with 1 inch margins, explaining why you want to study in Canada as a Killam Fellow. Please discuss what you hope to accomplish during your semester or year in Canada and how the experience fits with your current interests and future goals. Given that the Killam Fellowships Program seeks to further mutual understanding between Canada and the United States, please also highlight any experiences that demonstrate your ability to adapt to other cultural settings, a willingness to share with or learn from others of different national identities, and your ability to serve as an ambassador for the United States.



COURSE SELECTION FORM

KILLAM FELLOWSHIPS APPLICATION PACKAGE

Instructions to the Applicant and the Advisor

The applicant must provide course selections for each institution for which he/she wants to be considered. The applicant should select undergraduate classes and be aware that some institutions may not provide classes for exchange students in many specialized programs. Selections must be approved and signed by a student academic advisor from the home university.

Applicant Name

Title _____ *First* _____ *Middle* _____ *Last* _____

Home Institution

Host Institution

Choice Ranking

	Course code at host institution	Title of course	Equivalent course code at home institution	Start and end date of course
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Additional Comments

APPROVAL BY HOME INSTITUTION ACADEMIC STUDENT ADVISOR

Name and title

(please write in block letters)

Signature

Date



CONFIDENTIAL REFERENCE FORM

KILLAM FELLOWSHIPS APPLICATION PACKAGE

Applicant Name

Title

First

Middle

Last

Instructions to the referee

This student is applying for a Killam Fellowship. Your assessment and comments will support this student's application. Please complete this confidential reference form and submit it, in a signed and sealed envelope, directly to the student. An accompanying letter of reference is optional. Please note that additional comments or a letter of reference should be written in English.

Referee Name

Title and Institution

Relationship to the Applicant

How long have you known the Applicant?

In what capacity have you known the applicant?

☐

Professor

☐

Research Advisor

☐

Employer/Job Supervisor

Other:

Please assess the applicant according to the following criteria in areas that you are able to evaluate.

(Please reserve the ranking "Outstanding" for those few students who have distinguished themselves by their unique contribution or exceptional performance.)

Outstanding

Excellent

Very Good

Average

Below Average

Academic Performance

Intellectual Ability

Resourcefulness and Initiative

Work Habits

Emotional Maturity

Leadership Qualities

Ability to Adapt to New Situations

Comparison Group Total Number of Students

Over

Years

Additional Comments

Referee's Signature

Date

Referee's Contact Information

Street

City

Province/State

Postal/Zip Code

Country

Phone

FAX

Email

Please complete this confidential reference form and submit it, in a signed and sealed envelope, for the student to include with their application.



FRENCH LANGUAGE PROFICIENCY REPORT

KILLAM FELLOWSHIPS APPLICATION PACKAGE

Instructions to the Applicant

An applicant whose first language is not French and plans to attend a French language institution, must complete this form and submit it with their completed application form for a Killam Fellowship. This confidential report is meant to provide an indication of the applicant's present command of French. This form must be completed by a professor of French or a person designated by the home institution to do so. Please note that candidates may also be asked to submit a TOEFL score.

To be completed by the Applicant

Applicant Name

Title

First

Middle

Last

First Language

Instructions to the Evaluator

The person whose name is given above is applying for a Killam Fellowship. Should the applicant be selected for an award, and the applicant has chosen to study at a French academic institution, the applicant must be proficient in French. Please complete this confidential report and submit it, in a signed and sealed envelope, directly to the student who will include it with their application.

To be completed by the Evaluator

Evaluator Name

Title and Institution

Please indicate in what manner you evaluated the following dimensions of the applicant's proficiency in French.

1. **Spoken French**

2. **Written French**

3. **Listening Skills**

4. **Reading**

Spoken French:

- ☐ Speaks fluently and with ease at an advanced level
- ☐ Speaks with ease but with occasional errors
- ☐ Speaks haltingly with frequent errors

Reading:

- ☐ Comprehends advanced level material
- ☐ Comprehends intermediate level material
- ☐ Comprehends elementary level material

Listening Skills:

- ☐ Understands complex conversation
- ☐ Understands with some hesitation
- ☐ Understands simple vocabulary

Written French:

- ☐ Writes fluently and with ease at an advanced level
- ☐ Expresses thoughts comprehensibly with occasional errors
- ☐ Writes at an elementary level with frequent errors

In your opinion, would the applicant be capable of carrying out advanced level academic study and/or research in French?

☐ Yes, with ease

☐ Yes, with some difficulty

☐ No

Evaluator's Signature

Date

Contact Information

Street

City

Province/State

Postal/Zip Code

Country

Phone

FAX

Email

Please complete this English language proficiency report and submit it, in a signed and sealed envelope, for the student to include with their application.