

## **PRE-SELECTION APPLICATION INSTRUCTIONS AND CHECKLIST**

### For applicants:

- ✓ Prepare all the relevant required documents (table below) and send them as one PDF document to your nominating department by July 31<sup>st</sup>.
- ✓ Ask your references to send their letters of recommendation directly to your nominating department.

For your application to be admissible, all required supporting documents must be included:

- 1- Completed pre-selection application form,
- 2- A photocopy of your passport or other official proof of citizenship,
- 3- Transcripts for all university studies, whether completed or not (certificate, diploma, Baccalaureate, Master's, Doctorate, etc.). In cases where equivalencies have been granted for courses taken in other institutions or prior programs, transcripts must be provided. In cases where transcripts are from outside North America, the candidate must enclose a letter explaining the grading system used in the educational institution concerned,
- 4- The two letters of reference sent directly from the referees to the nominating department,
- 5- Acknowledgements of receipt from the editor for all articles submitted and the editor's comments. Note that acknowledgements of receipt are not required for published articles.
- 6- The letter of acceptance from the research supervisor.

### For Nominating Departments:

- ✓ Verify each candidate's pre-selection application is complete.
- ✓ Complete the nomination submission form and use it as the cover page for each candidate's nomination package.
- ✓ Send each candidate's nomination as a single PDF document to the Graduate Awards Office no later than August 13<sup>th</sup>.

Only one PDF document per candidate will be accepted. Incomplete applications will not be forwarded to the internal adjudication committee for review.

**QUEBEC MERIT SCHOLARSHIP PROGRAM FOR FOREIGN NATIONALS**  
**PROGRAMMES DE BOURSES D'EXCELLENCE POUR ÉTUDIANTS ÉTRANGERS (PBEEE)****Section A – Identification of Applicant`**

Last Name, First Name:

Student ID at Concordia University (if known):

Date of Birth (month/day/year):

Nominating Department:

Foreign Country Address (mandatory – must be outside of Canada).

Civic number/street:

City:

Province:

Country:

Postal Code:

E-mail:

Foreign Country Phone#:

Supervisor's Last name, first name: `

Supervisor's Department:

Supervisor's E-mail:

Applicant's Priority Order of Research (1,2,3 or 4):

Natural Sciences and Engineering

Social Sciences and Humanities

Arts

Health Sciences

Transcripts are appended from the following institutions (copies – originals not required for pre-selection process):

Institution #1:

Institution #2:

Institution #3:

Provide the Cumulative Grade Point Average (cGPA) in all university studies – completed, uncompleted and current – (i.e. 3.9/4.3; 3.6/4.0; 80%; 16/20 etc.):

Bachelor's:

Certificate/Diploma:

Master's:

Doctorate:

Current University (or previous, if not current student):

## Section B – Category of Competition`

Applicants may only submit one pre-selection application to the VM Master’s, V1 Doctoral, V2 Postdoctoral or V3 Short Term Research competition; however, they may apply for one or more of the following sub-categories (i.e. V1 Unrestricted and 1B Brazil Doctoral).

Choose the right category or categories:

V3 Short Term Research Unrestricted

3B Brazil Short Term

3IS Quebec-Israel

3I India Short Term

3W Wallonie Short Term

## Section C – Quota Table` .

Categories	Master’s \$20,000 up to 2 years	Doctoral \$25,000 up to 3 years	Postdoctoral \$35,000 one year non renewable	Short term research \$12,000 up to 4 months	Total Quota
<b>Open</b>	VM 4 nominations	V1 4 nominations	V2 4 nominations	V3 4 nominations	16
<b>Brazil</b>	N/A	1B 1 nomination	2B 1 nomination	3B 1 nomination	3
<b>China</b>	N/A	Pre-selection is done by China	Pre-selection is done by China	Pre-selection is done by China	0
<b>Israel</b>	N/A	1IS 1 nomination	N/A	3IS 1 nomination	2
<b>India</b>	N/A	1I 1 nomination	2I 1 nomination	3I 1 nomination	3
<b>Wallonia</b>	N/A	1W 1 nomination	N/A	3W 1 nomination	2
<b>Total</b>	4	8	6	8	26

## Quebec Merit Scholarship Program for Foreign Nationals

### Short Term research and/or professional development scholarship application form

#### IDENTIFICATION OF CANDIDATE

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_  
Date of birth (year/month/day): \_\_\_\_\_

#### MAILING ADDRESS (IN QUEBEC IF AVAILABLE)

Civic number/street: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone Office: ` \_\_\_\_\_ Extension: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### PERMANENT ADDRESS (IN COUNTRY OF ORIGIN)

Civic number/street: \_\_\_\_\_  
City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone Office: ` \_\_\_\_\_ Extension: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### DESCRIPTION OF HOST ENVIRONMENT

Family name of supervisor: \_\_\_\_\_ Given name(s) of supervisor: \_\_\_\_\_  
Place (university or Centre collegiale de transfert de technologie): \_\_\_\_\_  
Title or function: \_\_\_\_\_  
Length of research (minimum six months; maximum 12 months): ` \_\_\_\_\_  
Date research will begin (year/month) \_\_\_\_\_

#### CHOOSING AN OPTION

- Option A - technical or university student
- Option B - researchers with a doctorate (No more than five years before the deadline)

**UNIVERSITY FILE**

University studies: Indicate Completed, uncompleted, and current university studies, sorted by reverse chronological order

Title of Degree	Discipline	Institution	Date of enrolment in the program (year/month)	Projected or real date the degree was/will be obtained year / month	Grade Point Average

**SECTOR**

Name by order of priority (1,2,3 or 4) the main research sector(s) mentioned in your application:

Natural Sciences and Engineering

Social Sciences and Humanities

Fine Arts and Letters

Health Sciences

**JUSTIFICATION OF APPLICATION AND INTEREST IN RESEARCH**

Explain why you want to do research in this field and justify why you chose your internship supervisor. Also explain why you want to do research in Quebec (maximum one page)

**EXPERIENCE AND ACHIEVEMENTS(maximum three pages)****A) EXPERIENCE : (e.g.: research assistant, teaching assistant, lecturer, etc.)****B) SCIENTIFIC ACHIEVEMENTS:** List your main publications and other contributions to research

based on the below categories. Specify whether you are the first author or a co-author:

- Articles published in journals with an editorial team (RAC)  
Original edited articles
- Published books (LIV)  
As author or editor
- Contributions to a collective work (chapters in a book) (COC)  
Chapters written as a guest contributor
- Articles accepted for journals with an editorial team (ART)  
Enclose letters of acceptance.
- Proceedings (CAC)  
Collective works from conferences or symposia – Peer-reviewed or unreviewed chapters (e.g.:  
Proceedings of the New York Academy of Sciences)
- Conferences with review (COF)  
Communications evaluated by a peer committee. Use an asterisk to indicate the author who gave  
the presentation.
- Patents (BRE)  
Filed or accepted patents – Indicate the numbers and the country where the patent is valid.
- Individual creative or performance activities (CRE) or group creative or performance activities (GRO)/  
individual or collective literary or artistic works  
Examples: novel, short story, poetry, film, video, visual art, booklet, record, sound design, artist book,  
collection, exhibition catalogue, etc.
- Other achievements (AUT) (articles submitted, research reports, technology transfer, scientific outreach,  
etc.)  
Attach acknowledgements of receipt for submitted articles.

**C) CAREER TRAJECTORY: Show the relevance of your experience and scientific achievements for the proposed postdoctoral fellowship research project.****D) Scholarships and prizes obtained****E) Other relevant information**

- Include any information relevant to evaluation of the application, and, where applicable, give details as to the circumstances that delayed your training or education (work, part-time studies, sick leave, parental leave, etc.)

**EXPERIENCES AND ACHIEVEMENTS**



**EXPERIENCES AND ACHIEVEMENTS (continued and end)**

**DETAILED DESCRIPTION OF INTERNSHIP PROJECT (maximum two pages)**

- A) Describe how the internship or professional development project will proceed in general. (In cases where the internship will be carried out in phases, specify these phases.)
- B) Describe the goals of the internship or professional development project and their relevance within the study program.
- C) Describe the nature and role of scientific supervision during the internship.
- D) Describe the timeline for the main phases of the internship or professional development project.
- E) Describe what you have done since you obtained your last degree.

**DETAILED DESCRIPTION OF INTERNSHIP PROJECT (continued and end)**

**BIBLIOGRAPHY.**

Indicate three to five relevant publications (maximum half a page). No appendices accepted

**CONTRIBUTION TO THE ADVANCEMENT OF KNOWLEDGE**

Describe the contribution of your internship to the advancement of knowledge (maximum half a page)

**IDENTIFICATION OF REFEREES**

Specify the name, address, phone number and e-mail address of your two referees.

*Identification referee #1*

Family name, Given name:

Contact information

Civic number/street:

City:

Province/State:

Country:

Postal Code:

Office Phone number:

E-mail:

*Identification referee #2*

Family name, Given name:

Contact information

Civic number/street:

City:

Province/State:

Country:

Postal Code:

Office Phone number:

E-mail:

We suggest that your thesis director be one of the referees. If not, explain :

**CURRENT OCCUPATION**

What is your current occupation?`      Student      Other`

If you are a student, indicate:`

University:

Study program:`

If you answered 'other', specify:`

If you have a job,specify:`

The name of your employer:`

City:

Country:`

Applicant's signature:

Date: