

# International Scholars Awards

## Application Instructions

A student must be nominated for a UBC International Scholars Award by their school guidance counsellor or administrator. The nominator is responsible for starting the award application on behalf of the student, collecting the required information, and submitting the completed application by the deadline. The award application includes:

- Part 1: A nomination form (completed by the nominator)
- Part 2: A reference form (completed by the referee)
- Part 3: Nominee and financial information (completed by the student)
- Part 4: Essays, extracurricular activities, and awards (completed by the student)

### Before you start

- Save a copy of these instructions and refer to them as you work through the application.
- Add [@smapply.io](mailto:@smapply.io) and [@ubc.ca](mailto:@ubc.ca) to your email safe list to ensure you do not miss any important emails.

### Nominator instructions

You may see yourself referred to as the “applicant” or “owner” of the award application.

#### 1. Create a UBC International Scholars award application.

- a. Log in or create an account on the [UBC International Scholars](#) page.
- b. Click the green *Check eligibility* button.
- c. Select *A nominator of an international student to UBC*.
- d. Once you return to the UBC International Scholars page, click the green *Apply* button to create an application for your student.

#### 2. Submit the nomination form.

- a. Under *Your tasks*, click *Part 1 - Nomination Form*.
- b. Follow the on-screen instructions.
- c. Click the green *Mark as complete* button at the end of the step.
- d. Review your responses.
- e. When you're ready, click the green *Submit* button.

**Please complete this step as early as possible.** The student and referee cannot be invited to complete their sections of the application until you have submitted the nomination form.

#### 3. Invite the referee to collaborate on the application.

- a. Click *Go to my applications*.
- b. Click the green *Start* button on the award application.
- c. Under *Your tasks*, click *Part 2 - Reference*.
- d. Click the green *Request a recommendation* button.
- e. Enter the referee's details provided to you by the nominated student.
- f. Indicate the student's name and the award you're nominating them for in your message.
- g. Click the green *Send request* button.

#### 4. Invite the student to collaborate on the application.

- a. In the left-hand column, click *Part 3 – The Nominee & Financial Information*.
- b. Click the green *Request a recommendation* button.
- c. Enter the student's details.
- d. Click the green *Send request* button.
- e. Repeat the same steps for *Part 4 – Essays & Extracurricular Activities & Awards*.

#### 5. Submit the award application by January 5, 2021.

- a. Log in on the [UBC International Scholars](#) page.
- b. Click the green *Continue* button on the award application.
- c. Look for green checkmarks in each section to indicate that the application is complete.
- d. When you're ready, click the *Submit* button in the left-hand column. Keep in mind that once the application has been submitted, no changes can be made.

**Keep a copy of the award application for your records** and share copies with the student and referee.

### Referee instructions

1. **Provide your name and contact information to the award nominee.** They will share this information with the counsellor or administrator who is nominating them for the award and managing the award application.
2. **Complete your part of the award application.** You will receive an email from “UBC Undergraduate Scholarships” asking you to provide an academic recommendation on behalf of the counsellor or administrator who is nominating the student for the award.
  - a. Click the green *Give recommendation* button in the message and follow the instructions to create an account.
  - b. Follow the on-screen instructions to complete the recommendation.
  - c. When you're ready, click the green *Submit* button. No changes may be made after the form is submitted.

**Note:** We recommend drafting, editing, and saving a copy of your responses in a word processing document.

### Student instructions

You may see yourself referred to as a “nominee” or “recommender,” or be asked to provide a “recommendation” as part of the award application. Don't let that confuse you!

1. **Select a referee.** Your referee must be a teacher or faculty member who can provide an academic reference for you.
2. **Send your referee's details to your nominator.** Send your referee's details, including name, and email address, to your nominator as early as possible. Your nominator will need this information in order to start your award application.

3. **Apply to UBC.** While you wait for an email invitation to collaborate on your award application, [apply to UBC](#). You will need your UBC student number from the admissions application to apply for the award. You must submit your undergraduate application for admission to UBC by January 5, 2021.

If you are being nominated for the Donald Wehrung International Student Award (DWISA), you are eligible for an application fee waiver.

[Review the fee waiver process](#) [PDF, 103KB]

If you plan to apply for [UBC Housing](#) and you are unable to pay the housing application fee, please wait until the award decisions are released before applying for residence. The housing application deadline is May 1, 2021.

4. **Gather information for your award application.** While you wait for your email invitation to collaborate on your award application, you can start gathering financial information and preparing your responses to the award application questions.  
[Preview the questions](#) [DOC, 456 KB]
5. **Complete your parts of the award application.** You will receive two emails from “UBC Undergraduate Scholarships” asking you to complete part 3 (The Nominee & Financial Information) and part 4 (Essays & Extracurricular Activities & Awards) of the application.
- Click the green **Give recommendation** button in the first message (part 3) and follow the instructions to create an account.
  - Follow the on-screen instructions to complete part 3.
  - When you’re ready, click the green **Submit** button.
  - Repeat the same steps for the second message (part 4).

**Note:** We recommend drafting, editing, and saving a copy of your responses in a word processing document.

6. **Ensure your award application is submitted by January 5, 2021.** Coordinate with your nominator who will be sending this on your behalf to ensure your award application is completed and submitted by the deadline.
7. **Submit required documents to UBC by February 1, 2021.** Several weeks after you apply to UBC, you will receive an email titled “Next Steps” from the UBC Undergraduate Admissions Office. Follow the instructions in that email to submit any documents required to evaluate your application. If you are unable to upload your documents to the UBC Student Service Centre, please have your school email a certified copy to: [international.awards@ubc.ca](mailto:international.awards@ubc.ca).

**Important:** As an International Scholars nominee, your document deadline is **February 1, 2021** (and not the date indicated in your “Next Steps” email).

## Questions?

If you have questions about the International Scholars awards or nomination process, please contact us at: [international.awards@ubc.ca](mailto:international.awards@ubc.ca). If you are having technical difficulties, please contact: [support@smapply.io](mailto:support@smapply.io).