

## GLOBAL AFFAIRS CANADA (GAC) SCHOLARSHIPS PROGRAMS

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### Emerging Leaders in the Americas Program (ELAP) Study in Canada Scholarships (SiCS)

#### Application – Reference guide Supporting documents and Selection criteria

We kindly ask you to read carefully the instructions for each supporting document. You must ensure that all documents are complete and accurate as per the instructions. Any non-compliant document will be automatically rejected and your application will not be eligible.

**IMPORTANT:** Documents in a language other than English or French must be accompanied by a translation.

#### DOCUMENTS TO UPLOAD IN THE MOVEON APPLICATION FORM

##### ☐ Proof of citizenship

- ✓ A copy of the candidate's **passport** or **national identity card** with a photo and valid dates;
- ✓ Proof of citizenship selected must be from the same country/territory as the citizenship selected in the online application form;
- ✓ Students from Taiwan must also provide a proof of household registration in Taiwan.

**\*Attention:** the following documents are not accepted as proof of citizenship: driver's license, permanent residence card, work permit, student card, health card, birth certificate or baptismal certificate.

##### ☐ Birth certificate

- ✓ A copy of the birth certificate, mentioning the names of the student, the mother and the father.

##### ☐ Signed Privacy Notice Statement

- ✓ A copy of the [Privacy Notice Statement](#) for non-Canadian participants signed by the candidate and dated within the last six months.

##### ☐ Letter of intent from the candidate (maximum one page)

- ✓ Explains the nature of studies or research to be undertaken;
- ✓ Provides rationale for study in Canada and for the choice of institution (UQAM), study program and supervisor and how the proposed program of study or research will relate to their future career.

#### The Letter of intent will be evaluated based on:

- the relevance and clarity of the proposed mobility project at UQAM;
- the coherence between the proposed stay and the applicant's academic background;
- the learning or research objectives pursued;

- the applicant's ability to fully benefit from the stay and contribute to the host university community.

☐ **Letter of support from the home institution (maximum one page)**

- ✓ On official letterhead;
- ✓ Dated within the last six months;
- ✓ From the candidate's instructor, professor or international director;
- ✓ Explains the nature of study or research to be undertaken in Canada and how the candidate and the home institution will benefit from this scholarship program.

☐ **Students applying to a research internship only: Letter of invitation from the Canadian supervisor (maximum one page)**

- ✓ On official letterhead;
- ✓ Dated within the last six months;
- ✓ Signed by the Canadian supervisor;
- ✓ Describes the nature and scope of the research collaboration with the student's home institution;
- ✓ Confirms their willingness to support and mentor the candidate during the exchange period;
- ✓ Explains how the Canadian institution, supervisor and peers will benefit from the exchange.
- ✓ Confirms that tuition fees are waived when there is no MOU in force.

**DOCUMENTS TO BE SENT FROM AN INSTITUTIONAL EMAIL ADDRESS TO [bourses\\_amc@uqam.ca](mailto:bourses_amc@uqam.ca) BY A RESPONSIBLE PERSON AT THE HOME INSTITUTION (REGISTRAR, INTERNATIONAL RELATIONS OFFICE, FACULTY SECRETARY)**

☐ **Letter of proof of full-time enrollment from the home institution**

- ✓ On official letterhead;
- ✓ Dated within the last six months;
- ✓ Confirms that the candidate is currently enrolled in a **full-time program** (IMPORTANT: *regularly enrolled* does NOT mean *enrolled full-time*. If your document only mentions *regularly enrolled*, it will not be accepted.)

**\*Attention:** Copies of transcripts, a student card or a letter of admission are not acceptable as a full-time enrollment proof.

☐ **Official transcripts**

- ✓ On official paper with the institution's letterhead;
- ✓ Signed by a competent person with the institution's seal;
- ✓ Send all university transcripts, including those for the Bachelor's degree if the candidate is enrolled in a Master's or Doctoral program.
- ✓ Include the most recent available transcript (fall semester 2025) even if the grades are not final.

**The academic record will be evaluated based on:**

- the overall quality of the academic record;
- progress in studies;
- the suitability of the academic level to the requirements of the intended stay.

## SELECTION CRITERIA

### Emerging Leaders in the Americas Program (ELAP) Study in Canada Scholarships (SiCS)

As part of its participation in the ELAP and SiCS programs, Université du Québec à Montréal (UQAM) applies a selection grid based on the **quality of the academic project**, the **applicant's academic background**, and the **contribution of the stay to institutional partnerships**.

The selection process aims to identify applications for which a stay at UQAM offers strong academic, pedagogical, or research value, in alignment with the objectives of the program and UQAM's institutional priorities.

Applications are evaluated using the selection grid below (total of 100 points). Selected applicants are those who obtain the highest number of points, up to the number of available places (which will depend on the funding allocated to UQAM by Global Affairs Canada).

#### Selection Grid (total: 100 points)

##### 1. Letter of intent from the applicant (60 points)

The letter of intent is the primary evaluation criterion. It makes it possible to assess the quality of the academic project, in particular:

- the relevance and clarity of the proposed mobility project at UQAM;
- the coherence between the proposed stay and the applicant's academic background;
- the learning or research objectives pursued;
- the applicant's ability to fully benefit from the stay and to contribute to the host academic environment.

##### 2. Academic transcripts (30 points)

The academic record is evaluated based on:

- the overall quality of the academic trajectory;
- academic progression;
- the alignment between the academic level and the requirements of the proposed stay.

##### 3. Existence of an active institutional partnership with UQAM or one that is in the process of being renewed (10 points – binary criterion)

- 10 points are awarded when the applicant's home institution maintains an active institutional partnership with UQAM or one that is in the process of being renewed at the time of selection;
- 0 points are awarded in the absence of an active partnership or an ongoing renewal process.

The absence of an active institutional partnership or a partnership in the process of renewal does not result in the automatic exclusion of an application, but it does not allow for the allocation of points associated with this criterion.

**Note:** In applying the selection grid, the selection committee adopts an equitable and contextual approach in order to take into account the diversity of educational systems across the Americas,

promote equal opportunities—particularly with respect to gender—and ensure the broadest possible geographic representation.

**Document updated without prejudice by the International Relations Office on February 9, 2026.**