



THE KILLAM FELLOWSHIPS PROGRAM INSTRUCTIONS

FOR **COORDINATORS AND ADVISORS** OF
CANADIAN UNDERGRADUATE APPLICANTS
TO STUDY IN THE UNITED STATES DURING THE 2018/19 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. The program is 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 open competition program (self-placed) or the direct exchange program (partner institutions). **Please note that this application is suitable for either or both programs.** Undergraduate students in all fields of study are encouraged to apply.

Open Competition Program: Killam Fellows who participate in the open competition (self-placed program) will enroll as fee-paying visiting students 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.

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.

Award Provisions

All Killam Fellows (open competition and direct exchange programs) receive a cash award of US\$10,000 for a full academic year or US\$5,000 for one semester. They also receive a US\$750 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 the United States, students must meet the following requirements at the time of application. The student must be:

- a Canadian citizen,
- a currently enrolled full-time undergraduate student (BA, BSc or BAH [professional degrees are normally not eligible]) in good standing at a Canadian degree-granting institution,
- expected to be enrolled as a full-time undergraduate student in good standing during the 2018-2019 academic year, should he/she be selected for an award,
- expected to receive an undergraduate degree in the Spring of 2019 or beyond,
- meet the eligibility requirements and regulations of the home university,
- proficient in English,
- 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 recommended by their home university and that some partner institutions also choose to recommend their Open Competition applicants.



Application Process

Students applying from a partner institution for a direct exchange program opportunity, or for an open competition program opportunity, must submit their application to the appropriate office at their home institution by the deadline established by the home institution. The partner institution reserves the right to vet the submitted applications and select up to six semesters of recommended candidates (1 academic year = 2 semesters) and forward them to the Foundation for further consideration and adjudication. They may, as well, submit as many applications as they deem appropriate to the open competition.

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. Please be aware that the Foundation will notify all partner institutions in the event that an applicant has applied to the Open Competition directly to the Foundation. 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. Please note that proof of acceptance of admission to the student's host institution is required by June 30th, 2018 regardless of the chosen semester of exchange.

The Foundation encourages all students to work closely with their study abroad office (or equivalent).

All applications forwarded to the Foundation will be evaluated by the Killam Fellowships Adjudication Committee. This independent selection committee will review each application based on the applicant's academic record, personal statement, letters of reference, and the overall fit to the program. All applicants will be ranked. These final rankings override individual institution rankings. Each partner institution is guaranteed one place for an outgoing applicant, regardless of the number of applications received from each institution. Applicants will be notified of their status in April.

Application Instructions for Coordinators and Advisors

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. Students should limit their 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. Please use a binder clip to secure each application.
5. Please ensure that students use 8 ½" x 11" white paper for all attachments to the application form.
6. Please ensure that submitted applications are printed on one side of a page only (not double sided), except the transcripts.
7. Please ensure that students provide a narrative statement explaining why he/she wants to study in the United States as a Killam Fellow. Students should limit their Personal Statement to one (1) single spaced page maximum, and in a 12 point font with 1 inch margins. The Personal Statement should not be a mere listing of facts, nor should it repeat the content of the curriculum vitae/résumé. The student should emphasize what he/she hopes to accomplish during the semester or year in the United States and how the experience fits with his/her current interests and future goals. Given that the Killam Fellowships Program seeks to further mutual understanding between Canada and the United States, the student should highlight any experiences that demonstrate his/her ability to adapt to other cultural settings, a willingness to share with or learn from others of different national identities, and the ability to serve as an ambassador for Canada.
8. The student should provide a three (3) page maximum curriculum vitae/résumé, in a 12 point font with 1 inch margins. The curriculum vitae/résumé should be in a clear and concise format (not in paragraphs), and should provide details, among other things, pertaining to education, work and volunteer experience, scholarships, awards and achievements, interests and languages.
9. The student should provide a course selection for the top three (3) choices for which he/she want to be considered, approved and signed by a student academic advisor at the home university. Please note that all students must select undergraduate classes. Also, please be informed that some institutions may not provide classes in many of their specialized programs.
10. Students applying only for an open competition program opportunity must provide the mandatory and 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.
11. Students applying for a direct exchange program opportunity must provide the mandatory and confidential reference forms (accompanying letters are optional) as instructed by the Killam Fellowships advisor at the home institution. At least one reference should be from a current or recent university professor. The home institution coordinator, advisor, or selection committee members may, of course, open the envelope when evaluating the application and submit them to the Foundation in the open envelope.



12. Students applying for an open competition program opportunity must provide official transcripts in sealed envelopes.
13. Students applying for a direct exchange opportunity will provide official transcripts as instructed by the home institution. The home institution coordinator, advisor, or selection committee members may, of course, open the envelope when evaluating the application and submit them to the Foundation in the broken sealed, open envelope.

Application Components

A complete application consists of these components, printed on one side of a page only (not double sided), in the following order, except the transcripts:

- 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 the top three (3) choices for which you want to be considered, approved and signed by a student academic advisor at your home university,
- **two** reference forms (forms are mandatory, letters are optional) 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 English language proficiency, if your first language is not English and you are not currently studying at an English-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.

For the direct exchange program, 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. Each partner institution is guaranteed one place for an outgoing applicant, regardless of the number of applications received from each institution.

Applying to the Open Competition Program

If your institution is not a partner in the direct exchange program, students should apply directly for a Killam Fellowship and, at the same time, apply for admission to any of his/her preferred host institutions. However, students may choose to apply for a Killam Fellowship and concurrently for an existing exchange program through their home institution, and consequently, attend the host institution as an exchange student. Students attending a partner institution may also apply to the open competition program and apply for admission to any of his/her chosen non-partner American institutions. Students attending a partner institution may choose to apply for a Killam Fellowship and, at the same time, for an existing exchange program (i.e. NSE) through their home institution, and consequently, attend the host institution as an exchange student.

**APPLICANTS IN THE OPEN COMPETITION SUBMIT ORIGINAL HARD COPY APPLICATIONS
DIRECTLY OR THROUGH THEIR HOME INSTITUTION
POST-MARKED ON OR BEFORE JANUARY 31, 2018 TO:**

FOUNDATION FOR EDUCATIONAL EXCHANGE BETWEEN CANADA AND THE UNITED STATES OF AMERICA
THE KILLAM FELLOWSHIPS PROGRAM
350 ALBERT STREET, SUITE 2015
OTTAWA, ON K1R 1A4 CANADA



Applying to the Direct Exchange Program

The following are partner institutions in the direct exchange program. For more information, please contact:

 <p>Judy Noel Walsh Manager Scholarships and Financial Assistance Box 78, 15 University Avenue Wolfville, NS B4P 2R6 financial.aid@acadiau.ca Phone: 902.585.1543</p> <p>Acadia University deadline for applications: January 12, 2018</p>	 <p>Sarah Lanoue Coordinator Immigration and International Projects (RISIA) International Student Services Office 128 University Centre – 1125 Colonel By Drive Ottawa, ON K1S 5B6 sarah_lanoue@carleton.ca Phone: 613.520.2600 ext. 2111</p> <p>Carleton University deadline for internal exchange applications: December 1, 2017 at 4 pm Killam Fellowships application deadline: January 15, 2018</p>
 <p>Gillian MacDonald-Petty Study Abroad and Exchange Advisor International Centre 1246 LeMarchant Street PO BOX 15000, Halifax, NS B3H 4R2 gillian.macdonald@dal.ca Phone: 1-902-494-1740</p> <p>Dalhousie University deadline for applications: January 12, 2018</p>	 <p>Service Point 3415 McTavish Street Montreal, QC H3A 0C8 E-mail: studentexchanges@mcgill.ca Phone: 514 398 7878 Website: www.mcgill.ca/students/international/</p> <p>McGill University deadline for applications: Direct Exchange Program: to Service Point by January 15, 2018</p> <p>Open Competition Program: directly to The Killam Fellowships Program by January 31, 2018</p>
 <p>Nancy Solano Awards Officer Office of Student Financial Aid & Scholarships 1280 Main St. W Gilmour Hall, Room 120 Hamilton, ON L8S 4L8 solanon@mcmaster.ca Phone: 905.525.9140 ext. 23145 http://sfas.mcmaster.ca</p> <p>McMaster University deadline for applications: January 6, 2018</p>	 <p>Rhonda Byrne International Student Coordinator Scholarships and Awards University Centre, Room 4018 St. John's, NL A1C 5S7 rbyrne@mun.ca Phone: 709.864.6167 Website: http://www.mun.ca/scholarships/scholarships/Killam.php</p> <p>Memorial University deadline for applications: January 15, 2018</p>



Ms. Robin Walker
International Affairs Coordinator
rwalker@mta.ca
Phone: 506.364.2176

Mount Allison University deadline for applications:
December 15, 2017



International Programs Office
B206 Mackintosh-Corry Hall
Kingston, ON K7L 3N6
ipo@queensu.ca
Phone: 613.533.2815

Queen's University deadline for applications:
January 12, 2018



Miyuki Arai
Project Manager – International Mobility
Center for Global Engagement
Atrium 106
GOcentre@smu.ca
Phone: 902.496-8725

Saint Mary's University deadline for applications:
January 12, 2018



Guillaume Sareault
Conseiller—Maison internationale
Services aux étudiants
Pavillon J.-A. DeSève
2332, boul. Édouard-Montpetit, 3e étage, C-351
Montréal, QC H3T 1J4
guillaume.sareault@umontreal.ca
Tél.: 514.343.6935

Date limite d'inscription de l'Université de Montréal:
le 22 janvier 2018



Bureau des bourses et de l'aide financière
Pavillon Alphonse-Desjardins
2325, rue de l'Université, local 2546
Québec, QC G1V 0A6
Tél.: 418 656-3332
info@bbaf.ulaval.ca

Date limite d'inscription de l'Université Laval:
le 8 janvier 2018



Michal Guzowski
Exchange Programs Coordinator
Education Abroad Program
University of Alberta International
142 Telus Centre
Edmonton, AB T6G 2R3
michal.guzowski@ualberta.ca
Phone: 780-492-6215

University of Alberta deadline for applications:
January 16, 2018



Jessica Cohen
Coordinator, Scholars Programs
Student and Enrolment Services
360G Student Success Centre, 3rd floor TFDL
cohenj@ucalgary.ca
Phone: 403-220-2625

University of Calgary deadline for applications:
January 10, 2018



Geneviève Boutin
Manager, Student Mobility
International Office
550 Cumberland, Tabaret M386
Ottawa, ON K1N 6N5
outgoing@uottawa.ca
Phone: 613.562.5800 ext. 4341

**University of Ottawa deadlines for applications:
Students must complete a process with their faculty
by December 4, 2017
and
submit the full application with the International
Office by January 22, 2018**



Sherilyn Acorn-LeClair
 Coordinator, International Partnerships
 International Relations Office
 RL 234, Robertson Library
 Charlottetown, PE C1A 4P3
sdacorn@upeil.ca
 Phone: 902.894.2837

University of Prince Edward Island deadline for applications:
January 24, 2018



Centre for International Experience
 Cumberland House
 33 St. George Street
 Toronto, ON M5S 2E3
student.exchange@utoronto.ca
 Phone: 416.978.1800

University of Toronto deadline for applications:
January 14, 2018

Submit applications online
 at <http://www.studentlife.utoronto.ca/cie/outbound-exchange>



University
 of Victoria

Xianjing Zhang
 Global Engagement Coordinator
 Student Recruitment and Global Engagement
 University Centre, Room B202
 Victoria, BC V8P 5C2
iojglobal@uvic.ca
 Phone: 250.472.4827

University of Victoria deadline for applications:
January 21, 2018



Melissa Ostrowski
 International Learning Coordinator
 Western International, 2nd floor of IGAB
 London, ON N6A 3K7
exchange@uwo.ca
 Phone: 519.661.2111 ext. 81156

Western University deadline for applications:
January 15, 2018



York International
 200 York Lanes
 Toronto, ON M3J 1P3
goglobal@yorku.ca
 Phone: 416.736.5177

Students must also complete a York International exchange application in addition to the Killam Fellowships application
 Website: <http://international.yorku.ca/>

York University deadline for applications:
December 1, 2017

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

**PARTNER INSTITUTIONS SUBMIT THE SELECTED ORIGINAL HARD COPY APPLICATIONS
 POST-MARKED ON OR BEFORE JANUARY 31, 2018 TO:**

FOUNDATION FOR EDUCATIONAL EXCHANGE BETWEEN CANADA AND THE UNITED STATES OF AMERICA
 THE KILLAM FELLOWSHIPS PROGRAM
 350 ALBERT STREET, SUITE 2015
 OTTAWA, ON K1R 1A4 CANADA