



# 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

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## 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 30<sup>th</sup>, 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 <a href="mailto:financial.aid@acadiau.ca">financial.aid@acadiau.ca</a> Phone: 902.585.1543</p> <p>Acadia University deadline for applications: <b>January 12, 2018</b></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 <a href="mailto:sarah.lanoue@carleton.ca">sarah.lanoue@carleton.ca</a> Phone: 613.520.2600 ext. 2111</p> <p>Carleton University deadline for internal exchange applications: <b>December 1, 2017 at 4 pm</b> Killam Fellowships application deadline: <b>January 15, 2018</b></p>
 <p>Gillian MacDonald-Petty Study Abroad and Exchange Advisor International Centre 1246 LeMarchant Street PO BOX 15000, Halifax, NS B3H 4R2 <a href="mailto:gillian.macdonald@dal.ca">gillian.macdonald@dal.ca</a> Phone: 1-902-494-1740</p> <p>Dalhousie University deadline for applications: <b>January 12, 2018</b></p>	 <p>Service Point 3415 McTavish Street Montreal, QC H3A 0G4 E-mail: <a href="mailto:studentexchanges@mcgill.ca">studentexchanges@mcgill.ca</a> Phone: 514 398 7878 Website: <a href="http://www.mcgill.ca/students/international/">www.mcgill.ca/students/international/</a></p> <p>McGill University deadline for applications: <b>Direct Exchange Program:</b> <b>to Service Point by January 15, 2018</b></p> <p><b>Open Competition Program:</b> <b>directly to The Killam Fellowships Program by January 31, 2018</b></p>
 <p>Nancy Solano Awards Officer Office of Student Financial Aid &amp; Scholarships 1280 Main St. W Gilmour Hall, Room 120 Hamilton, ON L8S 4L8 <a href="mailto:sfas@mcmaster.ca">sfas@mcmaster.ca</a> Phone: 905.525.9140 ext. 23145 <a href="http://sfas.mcmaster.ca">http://sfas.mcmaster.ca</a></p> <p>McMaster University deadline for applications: <b>Please contact <a href="mailto:sfas@mcmaster.ca">sfas@mcmaster.ca</a></b> <b>as soon as possible for more information</b></p>	 <p>Rhonda Byrne International Student Coordinator Scholarships and Awards University Centre, Room 4018 St. John's, NL A1C 5S7 <a href="mailto:rbyrne@mun.ca">rbyrne@mun.ca</a> Phone: 709.864.6167 Website: <a href="http://www.mun.ca/scholarships/scholarships/Killam.php">http://www.mun.ca/scholarships/scholarships/Killam.php</a></p> <p>Memorial University deadline for applications: <b>January 15, 2018</b></p>



Ms. Robin Walker  
International Affairs Coordinator  
[rwalker@mta.ca](mailto: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](mailto:ipo@queensu.ca)  
Phone: 613.533.2815

Queen's University deadline for applications:  
**Please contact [ipo@queensu.ca](mailto:ipo@queensu.ca)  
as soon as possible for more information**



Malcolm Butler  
Vice-President, Academic and Research  
Vice-President, Academic and Research Office  
McNally Main 124  
923 Robie Street Halifax, NS B3H 3C3  
Phone: 902-496-8191  
[malcolm.butler@smu.ca](mailto:malcolm.butler@smu.ca)

Saint Mary's University deadline for applications:  
**Please contact [malcolm.butler@smu.ca](mailto:malcolm.butler@smu.ca)  
as soon as possible for more information**



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](mailto: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](mailto:info@bbaf.ulaval.ca)

Date limite d'inscription de l'Université Laval:  
**Veillez communiquer avec [info@bbaf.ulaval.ca](mailto:info@bbaf.ulaval.ca)  
le plus tôt pour plus d'informations**



Michal Guzowski  
Exchange Programs Coordinator  
Education Abroad Program  
University of Alberta International  
142 Telus Centre  
Edmonton, AB T6G 2R3  
[michal.guzowski@ualberta.ca](mailto: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](mailto: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](mailto: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@upe.ca](mailto:sdacorn@upe.ca)  
Phone: 902.894.2837

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



UNIVERSITY of TORONTO

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

University of Toronto deadline for applications:  
at <http://www.studentlife.utoronto.ca/cie/outbound-exchange>

**Please contact [student.exchange@utoronto.ca](mailto:student.exchange@utoronto.ca)  
as soon as possible for more information**



University  
of Victoria

Xianjing Zhang  
Global Engagement Coordinator  
Student Recruitment and Global Engagement  
University Centre, Room B202  
Victoria, BC V8P 5C2  
[iojglobal@uvic.ca](mailto: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](mailto: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  
[exchange@yorku.ca](mailto:exchange@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:  
**Please contact [exchange@yorku.ca](mailto:exchange@yorku.ca)  
as soon as possible for more information**

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**  
[memon@fulbright.ca](mailto:memon@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