



# OGS & SSHRC APPLICATION 2012-2013 awards

## WEBSITES

- **OGS:** Ontario Graduate Scholarship: <https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRD1346626.html>
- **SSHRC:** Social Sciences and Humanities Research Council: [www.sshrc.ca](http://www.sshrc.ca). Click on 'Funding', then click 'Type of Applicant', choose 'Graduate Student'.
  - **ThD/PhD:** choose 'Doctoral Students' application
  - **MA:** choose 'Joseph-Armand Bombardier CGS Master's Scholarships'

## DEADLINES: submit to AD Office

<b>OGS</b>	<b>Thursday, October 13 at 5pm</b>	
<b>SSHRC</b>	Doctoral students <b>Thursday, October 13 at 5pm</b>	MA students <b>Thursday, November 10 at 5pm</b>

## ELIGIBILITY

- Read the eligibility guidelines carefully on each site. Broadly speaking, full-time students in ThM and ThD programs with at least an A- average are eligible for the OGS. MA and doctoral students are eligible for SSHRC. Visa students are not eligible for SSHRC, but are eligible for OGS.
- Please pay special attention to guidelines concerning year of study.
- If you have any questions about your eligibility, please refer to the websites, and then contact the AD office if questions remain.

## PROCESS

Prepare your application(s) and submit online, but also submit a **paper copy** to TST. Note that fillable PDFs can only be saved using the full version of Adobe Acrobat.

**Original transcripts** must be requested from the issuing institution *2 weeks in advance* and sent directly to TST, addressed to Dr. Jaroslav Skira, Advanced Degree Director. You must request transcripts from all previous academic institutions.

- **OGS** requires transcripts including grades up to **August 29, 2011**.
- **SSHRC** requires all current and past transcripts. NOTE: You must request your transcript from your *current TST College* as the AD office does not have copies on file.
- **Note** that transcripts issued to you, even if sealed, will not be considered official. TST must receive all transcripts directly from the institution by the deadlines.

## OGS – ThM and ThD students only

- The 2012- 2013 OGS application form must be used (all pages of the application including the Academic Assessment Report must display the current application year)
- Students with a Social Insurance Number can **LOG IN** and apply online from the OSAP/OGS website but must also print the application and submit it, along with the supporting documents, by the deadline. Instructions for filling out the electronic version are on the Ministry website.
- Students who do not have a social insurance number must apply using the **paper** application.
- OGS Academic Assessment forms should be submitted to the TST AD Office by the referees. You may provide the referees with a paper copy of the 2012-2013 Academic Assessment Form (having already completed your personal information) or, you may provide them with

your personal information and have them complete the form online. **It is very important that they use the current year (2012-13) Form. OGS will not accept anything other.**

- The Ministry has provided a PDF fillable form referees to elaborate further on their assessment (Academic Assessment Report Page 2). They **must use the form provided.**
- Fill out the complete checklist, and sign the bottom. Leave the Grade Average blank.
- Your previous studies section should begin with your prior completed degree, not your current degree. If you have more than three institutions to put in this section, insert an additional page after page 2. You need to send *all* postsecondary transcripts.

### SSHRC – MA and Doctoral students only

- SSHRC Letters of Appraisals should be sent by your referees directly to TST. These letters are in an electronic, fillable format, available on SSHRC's website.
- SSHRC applicants are not required to provide a departmental appraisal as a part of their application packages. The Departmental Appraisals will be made by the Advanced Degree Director of TST after the Ranking Committee has met.
- **VERIFY** your application before printing. "Please verify" should not appear on your copy.

### GENERAL TIPS

- **Read** the general information carefully.
- Pay close attention to **eligibility** rules.
- Read the instructions for completing the application and follow them exactly.
- Pay attention to how your application looks. Take advantage of filling out the OGS forms electronically. Encourage your referees to use the fillable online PDF.
- When writing your **OGS plan of study** or **statement of interest** and/or your **SSHRC program of work**, remember that the applications are reviewed and adjudicated by multidisciplinary committees. You must be able to convey your message to a general audience, not just people in your specific field. Test it out on friends, family, and fellow students and ask for feedback.
- Pay attention to spelling, grammar, and style. Be clear and concise. Proofread carefully.
- Pay close attention to the OGS and SSHRC guidelines on what is expected in your plan or program. Look at the websites – there are tips and hints for writing applications.
- Be sure to comply to font and margin specifications, as well as length limits.
- For OGS, if you want to include a Bibliography or references, this must be included on either the Plan of Study or Statement of Interest page only. If you want to include Publications, this must be included on the List of Significant Academic Accomplishments page only. **There are to be no extra pages other than what is specified.**
- Your **references** are very important. Spend time with your referees and show them your plan of study or program of work. Ask for feedback. Provide them with the proper forms and the guidelines on what is required. Forms and guidelines are available on the web sites. Be clear about deadlines and follow up!
- Neither SSHRC nor OGS will consider your application if it is incomplete.

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### QUESTIONS?

Contact Jenn Neufeld at [tstadv.degree@utoronto.ca](mailto:tstadv.degree@utoronto.ca) or 416-978-4050.

***Please note: applicants will be notified after the deadline if materials are missing.***