

Canadian Bureau of International Education (CBIE) Awards for Incoming Exchange Study or Research Students at the University of British Columbia

UBC Host Supervisor Form

UBC Deadline: **THURSDAY, FEBRUARY 17, 2022**

- Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED)

UBC must apply on behalf of the student. Please collect information from the scholarship candidate (Student/Candidate Information Form) **and submit it along with this form and supporting documents to Go Global via email.** Go Global will submit the online application and supporting documents to CBIE.

*Please note that the form must be submitted as a **word document (.doc, .docx).**

Go Global: International Learning Programs
Email: go.global@ubc.ca

Student Name	
Student Home Institution	

PROGRAM

Program (choose one)	<input type="checkbox"/> College/Undergraduate — four months or one academic term <input type="checkbox"/> College/Undergraduate — two academic terms <input type="checkbox"/> Graduate — four months or one academic term <input type="checkbox"/> Graduate — five to six months <input type="checkbox"/> Undergraduate — eight months or two academic terms of study or research (CARICOM Leadership Scholars and Canada-ASEAN applicants only)
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CANADIAN ACADEMIC SUPERVISOR

Salutation (choose one)	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Prof. Dr.
First Name	
Last Name	
Job Title	
Department/Office	

Phone	
Email	
UBC Campus	<input type="checkbox"/> Vancouver <input type="checkbox"/> Okanagan <input type="checkbox"/> Other (please specify)

HISTORY OF INTER-INSTITUTIONAL COLLABORATION

Please describe the nature of the agreement i.e., formal Memorandum of Understanding, informal agreement between post-secondary institutions or departments, research collaboration between professors, etc. (maximum 1000 characters, which is approximately 140 words).

COPY & PASTE TEXT HERE

**Please abide by the character restrictions as we cannot insert more than 1000 characters into the online application for this section.*

SUPPORTING DOCUMENTS

Please note that we must receive all supporting documents before **THURSDAY, FEBRUARY 17, 2022 (for Canada ASEAN-SEED applications)**. We cannot accept incomplete or late applications.

Please attach a scanned copy of the following required documents to your application email in one of the following formats: .pdf, .jpg, .doc, .docx, .txt or .gif.

- Letter of invitation:** applications for graduate students must include a letter from the Canadian supervisor indicating their willingness to support and mentor the candidate. This letter should demonstrate the support for the candidate during the exchange period and demonstrate how the Canadian institution, supervisor and peers would benefit (maximum one page). ****This letter is only required for graduate level research students applying through the ELAP, Canada-CARICOM and Canada-Chile Leadership pathways.***

As collected from the ELAP, Canada-CARICOM and Canada-Chile Leadership candidates:

- Letter of intent from the candidate:** a letter in English or French from the candidate describing the nature of their research or studies to be undertaken and explaining the rationale for study in Canada and for the choice of institution, the program and the supervisor. The candidate must also indicate how the proposed program of study or research will relate to their future career (maximum one page).
- Letter of support from the home institution:** a letter in English or French from the candidate's instructor, professor or international director on the institution's official letterhead explaining the nature of study and how the candidate and the home institution will benefit from this scholarship program (maximum one page).
- Signed Copy of Memorandum of Understanding or Agreement with the Partner Institution**
- Proof of full-time enrolment:** a letter in English or French from the home institution, on official letterhead, dated within the last six months, confirming that the candidate is currently enrolled

in a full-time program and will continue to be enrolled upon their return. Note: copies of transcripts, a student card or letter of admission are not acceptable (maximum one page). ****This document is only required for college/undergraduate and graduate students.***

- Proof of citizenship:** a copy of the candidate's passport or national identity document with valid dates. Note: a driver's license, permanent resident card, student card or baptism certificate is not accepted as proof of citizenship.
- Privacy Notice Statement:** a copy of the [Privacy Notice Statement for non-Canadian participants](#) signed by the candidate.

As collected from the [Canada-ASEAN Scholarships and Educational Exchanges for Development \(SEED\) program candidates:](#)

- Letter of intent from the candidate:** a letter in English or French explaining how undertaking the study/research in Canada will empower the student to apply the learning to address the 2030 Agenda for Sustainable Development and how they intend to use this learning to help combat poverty and narrow the development gap in the ASEAN region in their future career. In the letter of intent, candidates must identify the [Sustainable Development Goal](#) that their proposed study or research in Canada would contribute to (maximum one page).
- Letter of support from the home institution:** a letter in English or French from the candidate's instructor, professor or international director on the institution's official letterhead explaining the nature of study or research, how the candidate and the home institution will benefit from this scholarship program, and the institution's assessment of the candidate's commitment and capacity to use the program of study or research in Canada to help combat poverty and narrow the development gap in the ASEAN region (maximum one page).
- Letter of invitation from the Canadian supervisor:** applications for graduate students must include a letter from the Canadian supervisor indicating their willingness to support and mentor the candidate. This letter must be on institutional letterhead, be in English or French, be signed and demonstrate the support for the candidate during the exchange period and demonstrate how the Canadian institution, supervisor and peers will benefit (maximum one page).
- Proof of citizenship:** a copy of the candidate's passport or national identity document with valid dates. Note: a driver's licence, permanent resident card, student card or baptism certificate is not accepted as proof of citizenship. The country of citizenship selected in the online application form must be the same as the country of the proof of citizenship.
- Proof of full-time enrolment:** a letter in English or French from the home institution, on official letterhead, dated within the last six months, confirming that the candidate is currently enrolled in a full-time program and will continue to be enrolled upon their return and providing the expected completion date of the degree. Note: copies of transcripts, a student card or letter of admission are not acceptable (maximum one page).
- Signed copy of Memorandum of Understanding or Agreement with the partner institution:** a written agreement or understanding, in English or in French, signed by both institutions indicating that tuition fees will not be charged and containing any other clauses of mutual interest. Note: a signed copy of this document is mandatory for undergraduate and college applications
- Privacy Notice Statement:** a copy of the [Privacy Notice Statement for non-Canadian participants](#) signed by the candidate.