



2009-2010 ONTARIO GRADUATE SCHOLARSHIP (OGS) COMPETITION AT WESTERN

Please find attached a chart outlining various items pertaining to the upcoming 2009-2010 OGS competition. Please read this carefully and if you have any questions, please e-mail schol@uwo.ca.

The 2009-2010 OGS online application is now available. The Web site address is <http://osap.gov.on.ca>

Your deadline to submit your OGS application package is set by your department. It is your responsibility to know your internal deadline.

You **MUST PRINT** a copy of your completed online application. You can print this application right after you submit your online application, or you can print it at any time from your OGS Online Services Page.

Do not create your own PDF fillable forms. The online forms that are provided on the OGS Web site **must be used**.

Do not use staples anywhere in your application unless specified.

OGS requires official/original transcripts for previous studies taken at a North American university. No certified photocopies will be accepted. OGS will accept copies or photocopies of transcripts from foreign universities where it is not possible for any graduates of those universities to get another official transcript. However, a photocopied transcript must be verified by your department as being a true copy of the original document and signed by your department official.

The School of Graduate and Postdoctoral Studies (SGPS) will provide official Western transcripts for all eligible Western students who require one for their OGS application. By signing the Western Cover Page, the student is granting permission to SGPS to do so if required.



2009-2010 ONTARIO GRADUATE SCHOLARSHIP (OGS)

<p>Western's OGS Cover Page</p>	<p>This is a two-part form. Part 1 is to be retained by you.</p> <p>Part 2 only is to be included in the file. Staple to this page one copy of your Statement of Interest or Plan of Study AND one copy of your List of Academic Accomplishments. Do not use staples anywhere else.</p> <p>You must sign the Cover Page Part 2.</p>
<p>Change Form</p>	<p>The Change Form is to be used only after you have submitted your application online and only if there are changes to the following items on Page 1 and 2 of the application form – student number, name, address, phone number, birth date, citizenship status, discipline code and level of study for Proposed and Current Studies and number of awards.</p>
<p>Part 1: Personal Data</p>	<p>If you do not yet have a social insurance number, you must use the paper application form.</p> <p>Include a photocopy of your Temporary Resident Visa Student Class form i.e. the former Student Authorization/Study Permit – if applicable</p>
<p>Summary Sheet</p>	<p>The Summary Sheet must show the Proposed Level of Study, not the Current Level of Study.</p> <p>You also complete items 5-10. Items 1-4 will later be completed by the department and the Sheet signed by a department official.</p>
<p>Additional Education Information (if required)</p>	<p>The Ministry has provided a page for any additional education information.</p> <p>If you have more than 2 additional previous studies, this page can be copied.</p>
<p>Notice, Consents, Declaration, and Signature of Applicant</p>	<p>This page is mandatory and must be signed. However, the Applicant's Consent to the Release of Personal Information at the bottom of the form is optional.</p>
<p>Academic Assessment Reports</p>	<p>2 required.</p> <p>These Reports must be received sealed in the department by the internal deadline.</p>
<p>Ranked Candidates Form</p>	<p>This form is completed by the department.</p> <p>The applicant must have an A- average in order to be eligible to apply for OGS. There are no exceptions.</p>



<p>Transcripts</p>	<p>If there is a legend on the back of an American or foreign transcript this must be photocopied. Only photocopy one legend per institution.</p> <p>Only include the English translation of a foreign language transcript. Do not include the letter or any extra documents from the translator.</p>
<p>Statement of Interest (if you are proposing Master’s level studies) OR Plan of Study (if you are proposing Doctoral level studies)</p>	<p>You must provide a one-page statement of interest or plan of study. The statement of interest should include your reasons for pursuing a graduate program in your chosen field. If you wish to include bibliographies or references these must be added to your plan or statement of interest because additional pages will not be accepted. The statement or plan must be provided on letter-size paper, typed with single spacing, 12 point Arial font, and 3/4 inch margins. <u>Any document that does not meet these standards will not be accepted.</u></p>
<p>List of Academic Accomplishments</p>	<p>If you wish, you may provide a one-page list of significant academic accomplishments (e.g., teaching/research assistantships, scholarly publications [differentiate between refereed, non-refereed, etc.], patents, conference presentations, and other evidence of scholarly activities, etc.). This list must be provided on letter-size paper, typed with single spacing, 12 point Arial font, and 3/4 inch margins. <u>Any document that does not meet these standards will not be accepted.</u></p> <p>If you have no information to list, do not include a blank page.</p>
<p>List of Other Scholarships/Awards</p>	<p>If you wish, you may provide a one-page list of scholarships and awards. This list must be provided on letter-size paper, typed with single spacing, 12 point Arial font, and 3/4 inch margins. <u>Any document that does not meet these standards will not be accepted.</u></p> <p>If you have no information to list, do not include a blank page.</p>
<p>Special Circumstances</p>	<p>If you consider that you have special circumstances, you may add a maximum of 100 words at the bottom of the Significant Academic Accomplishments page to describe any special considerations such as health problems, family responsibilities, disabilities, or other circumstances that have had an effect on your performance or productivity, including any delays in disseminating your research results or completing your degree. The weight to be given to any special circumstances will be determined by the OGS panels evaluating your application.</p> <p>Do not include a separate page for Special Circumstances. This must be included at the bottom of the List of Academic Accomplishments page.</p>
<p>Documents “NOT” to be included.</p>	<p>1. Resumes/curriculum vitae, attestations and copies of diplomas or any other letters of explanation, or documents of any sort.</p> <p>The only documents to be included in a student file are outlined here in this chart and in the order of documents below</p>

Application Order of Documents:

This order is very important to the professors adjudicating the files. When they are reviewing numerous files it is important that all the documents in the file are in the same order.

- Western's Cover Page (Part 2 only of two-part form; applicants retain Part 1. Do not include Part 1)
- Change Form – if applicable
- Personal Data
- Photocopy of Temporary Resident Visa Student Class form i.e. the former Student Authorization/Study Permit – if applicable
- Institution Checklist (completed by the department)
- Student Checklist
- Notice, Consents, Declaration, and Signature of Applicant
- Summary Sheet (partially completed by department; signed by department)
- Education Information
- Additional Education Page – if applicable
- 2 Academic Assessment Reports (provided by referees, sealed, normally sent directly to department)
- Ranked Candidates Form (completed by the department)
- Western Academic Record (if applicable; provided by the department)
- Transcripts (official transcripts must be received sealed by the department)
- Plan of Study or Statement of Interest (one page)
- List of Academic Accomplishments (one page - if applicable)
- List of Other Scholarships/Awards (one page - if applicable)