

# FRANK KNOX MEMORIAL FELLOWSHIPS

Administered by the Association of Universities and Colleges of Canada  
APPLICATION FORM

Field of Study:	Degree Sought:
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1. APPLICANT INFORMATION			
<input type="radio"/> Mr.  <input type="radio"/> Ms.	Last Name:	First Name and Middle Initial:	
Permanent Address:			
Apt.:	No. and Street:		
City:	Province:	Postal Code:	
Telephone No.:		E-mail:	
Are you a Canadian citizen / permanent resident? :			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	

2. GUIDELINES		
I have read the fellowship guidelines and understand the eligibility requirements for this fellowship program.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

3. SCHOLASTIC DATA		
List in chronological order your academic history beginning with the undergraduate years:		
Educational Institution:	From/To:	Degrees (or equivalent received):

4. LETTERS OF REFERENCE
Please enclose two letters of reference. (Please refer to the attached <u><i>Guidelines for Letters of Reference</i></u> ) Your referees may send their letters to the AUCC under separate cover)

**5. TRANSCRIPT**

Please attach an official transcript of all your university marks.

**6. NOMINATION FORM**

Please attach the duly filled out nomination form. (Please refer to the nomination attached form) The person nominating you may also send the form to the AUCC under separate cover)

**7. AWARDS**

List any academic distinctions or awards:

**8. ESSAY**

In a short essay, **NOT** exceeding a 1,000 words, please describe your academic pursuits, intellectual interests , extracurricular activities, reasons for wishing to study at Harvard University, an explanation of your proposed study plan, and your future career plan.

**9. OTHER**

Any other information you consider relevant to this application:

## 10. STUDENT CONSENT

**Harvard University** has contracted with the Association of Universities and Colleges of Canada (“AUCC”) for the administration of the Frank Knox Memorial Fellowship program. This administration role includes the application process, the evaluation and selection process, the processing of recipient candidates and the administering of payments for the fellowship on behalf of **Harvard University**. The purpose of this statement is to set out AUCC's commitment to the protection of personal information collected, used or disclosed in performing this function. The AUCC will comply with the requirements of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA) for the collection, use and disclosure of personal information provided by you in the course of your fellowship application.

The AUCC has appointed a Privacy Officer with overall responsibility for AUCC privacy compliance. Should you have any questions, concerns or complaints regarding the privacy of your personal information please contact the Privacy Officer by calling (613) 563-1236 or by writing to: Privacy Officer at 600-350 Albert Street, Ottawa, Ontario K1R 1B1.

Please find below a summary of the AUCC's privacy policies concerning the collection, use and disclosure of the personal information you will be submitting in this application. Please read the information below carefully **as by submitting your application you are consenting to the collection, use and disclosure of your personal information as summarized below**. A full version of the AUCC Privacy Code which outlines the AUCC's complete personal information management practices, policies and procedures is available on line at [www.aucc.ca](http://www.aucc.ca) or by requesting a copy from the AUCC Privacy Officer.

### **PURPOSE OF COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

Your personal information is being collected on behalf of **Harvard University** for the limited purposes of processing and evaluating fellowship applications, selecting and processing fellowship recipients and administering fellowship payments once awarded. Your personal information will be collected from you and may also be collected from references, secondary and postsecondary educational institutions, government, community or other sources based on the information provided by you in this application. This process will include the release of your personal information to **Harvard University** and Selection Committee members as well as any other third parties where such release is necessary for fellowship evaluation, selection and administration purposes. There will be no other uses or disclosures of your personal information by the AUCC unless required or authorized by law. The personal information being collected in the application is limited to only that information which is necessary for the full consideration of your fellowship application.

### **PROMOTION PURPOSES FOR RECIPIENTS**

Fellowship sponsor may from time to time wish to announce fellowship winners, their current educational institution, the university or college where they intend to study and the course of study funded by the fellowship, as well as the amount of the fellowship, or to use or disclose recipient information for promotional purposes. Sponsor shall be responsible for obtaining the consent of recipients for such purposes.

### **ACCESS TO AND ACCURACY OF YOUR PERSONAL INFORMATION**

Upon request to the **AUCC** Privacy Officer, you will be given access to your personal information held by the **AUCC**. The **AUCC** will, on request, correct inaccuracies in your information. Please be advised that inaccuracies must be brought to the attention of the **AUCC** prior to the selection of a fellowship recipient[s] in order for us to record and bring the correction to the attention of the Selection Committee.

### **RETENTION OF PERSONAL INFORMATION**

The **AUCC** will securely retain personal information about applicants only for the time necessary to complete the assessment and evaluation, to select a recipient, to administer the fellowship payments, and for a reasonable period thereafter. At the end of this period the **AUCC** will destroy, erase or render anonymous, any of your personal information in their possession. The **AUCC** will retain a permanent listing of the names and internal identification numbers of the recipients of the fellowship program in any given year.

### **CONSENT**

You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit your scholarship eligibility and our ability to administer the fellowship payments. **By completing and signing [submitting] this application you are consenting to the collection, use and disclosure of your personal information for the above stated purposes.**

Date:

Signature of Applicant:

## 11. AUTHORIZATION FOR THE DISTRIBUTION OF PERSONAL INFORMATION

In compliance with Privacy Law, personal information about your application will not be released except where such release has been specifically authorized by you. If you want any third parties (parents, guardians, etc.) to have access to your file or access to information regarding the status of your application, you must authorize this in advance. Please provide the names of up to two parties to whom you would like to grant this access in the spaces below. Please also designate a confirming password. File access will be granted only to those individuals who have been specifically named below and who can provide the designated password. It is your responsibility to ensure that the parties named below are aware of the designated password.

### Parties who may have access to your file:

Name:	Password:
Name:	
Date:	Signature of Applicant:

## 12. CANDIDATE'S CHECKLIST

- Please sign and date this application form.
- Please print the attached nomination form and ask the appropriate university official to complete it. You must submit this form with your application.
- Please send the official transcript(s) of all your university marks, (or a photocopy bearing the university stamp, seal or signature of a university official) with this application.
- Please enclose two letters of reference.
- Your complete application package must arrive at the AUCC by **NOVEMBER 30, 2009**.

Please send it to the:

Higher Education Scholarships  
Association of Universities and Colleges of Canada (AUCC)  
600-350 Albert Street  
OTTAWA, ON K1R 1B1  
Tel.: (613) 563-1236  
Fax: (613) 563-9745  
E-mail: awards@aucc.ca

**NOMINATION FORM**

I wish to nominate \_\_\_\_\_  
(Name of student)

at \_\_\_\_\_  
(Name of university)

for a Frank Knox Memorial Fellowship. In my opinion, this applicant is of high quality and has already shown capacity of an unusual order

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of sponsor)

\_\_\_\_\_  
(Name and Title of Sponsor PLEASE PRINT)

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

The following persons are acceptable as sponsors:

- Executive Head / President
- Dean of Faculty
- Head of Department

Additional statement in support of this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Higher Education Scholarships  
Association of Universities and Colleges of Canada  
(AUCC)  
600 - 350 Albert Street  
Ottawa, Ontario K1R 1B1



# FRANK KNOX MEMORIAL FELLOWSHIPS

## GUIDELINES FOR LETTERS OF REFERENCE

### To Whom It May Concern

You have been asked to write a letter of reference on behalf of a student who is applying for a Frank Knox Memorial Fellowship. These fellowships will be awarded to up to three (3) Canadian students for graduate study at Harvard University in academic year 2009-2010. The fellowship is awarded on the basis of future promise of leadership, strength of character, keen mind, a balanced judgment, and devotion to the democratic ideal.

As part of the application, the applicant must submit two (2) letters of reference written by individuals (i.e.: professor, academic supervisor of the candidate's work), not related to the applicant, in support of his/her leadership potential, strength of character, and academic achievement. To assist you in preparing this letter, please refer to the instructions and information below.

The recommendation letters should state the length of time and the capacity in which you know the applicant. Please discuss applicant's leadership potential, research potential, and both the scholarly capabilities and personal character of the candidate as well as a broader range of qualities and experiences.

The letter should be given directly to the applicant so that it may be included with his/her application. Please ensure that the letter is typewritten on letterhead, signed and includes your contact information. Please provide a prompt response, as the deadline for the application is **November 30, 2009**.

Thank you very much for taking the time to support a Frank Knox Memorial Fellowship applicant and contributing to a fair selection process.

- \* Frank Knox Memorial Fellowships program is a competition for fellowships of \$23, 000 USD, plus tuition fees and health insurance for one (1) academic year, open to eligible applicants meeting the eligibility requirements. Fellowship recipients will be selected from the completed applications submitted before the deadline. This program is administered by the Association of Universities and Colleges of Canada.

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Association of Universities and Colleges of Canada  
(AUCC)  
600 - 350 Albert Street  
Ottawa, Ontario K1R 1B1