

# UBC International Scholars Program

## Application Instructions

A student must be nominated for the UBC International Scholars Program by their school guidance counsellor or administrator, or a non-profit organization.

The award application includes five components:

- Nomination Form (completed by the nominator)
- Reference Form (completed by the referee)
- Application Form (completed by the student)
- Program of Study (completed by the student)
- Essays & Extracurriculars (completed by the student)

### Before you start

- Save a copy of these instructions and read through the section that applies to you: [students](#), [nominators](#), or [referees](#).
- Add [@smapply.io](mailto:@smapply.io) and [@ubc.ca](mailto:@ubc.ca) to your email safe list to avoid missing any important messages.

### Questions?

If you have questions about the UBC International Scholars Program or nomination process, please contact us at: [international.awards@ubc.ca](mailto:international.awards@ubc.ca). If you are experiencing technical difficulties, please contact: [support@smapply.io](mailto:support@smapply.io).

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### Student instructions

You are responsible for initiating the award application, requesting a nomination from your institution, requesting an academic reference, collecting the required information, and submitting your completed application by the deadline.

1. **Discuss your UBC International Scholars Program nomination with your school in early fall.**  
To be considered for the UBC International Scholars Program, you must be nominated by your high school, college, or university. Each school can only nominate a limited number of students. If you are a high school student studying under a non-profit organization, you can be nominated by the non-profit organization. If you are a first-year post-secondary student, you may be nominated by your college or university or by your high school.

Before starting your award application, please confirm the name and email address of a principal, counsellor, or administrator who will serve as your nominator, and a teacher, professor, or instructor who is familiar with you and your schoolwork and can serve as your referee.

2. **Start your award application before November 15.** You will need time to gather in-depth financial information for your household, including household income, expenses, and assets.
  - a. Log in or register for a new account on the [UBC International Scholars Program](#) page.
  - b. Click **Confirm email address** in your confirmation email.

- c. Click ***View programs***, and select ***UBC International Scholars Program***.
  - d. Click ***Check eligibility*** and follow the on-screen instructions.
  - e. Once you return to the UBC International Scholars Program page, click ***Apply*** to create your application.
3. **Invite your nominator and referee to complete their forms.** Sending these requests early ensures your nominator and referee have enough time to complete their sections of the application.
  - a. Under ***Your tasks***, click ***Nomination Form***.
  - b. Click ***Request a recommendation***.
  - c. Enter your nominator's name and email address.
  - d. Click ***Send request***.
  - e. Repeat steps b-d for the academic ***Reference Form*** and enter your referee's name and email address.
4. **Complete your sections of the award application.**
  - a. Under ***Your tasks***, click ***Application Form***.
  - b. Follow the on-screen instructions. We recommend drafting, editing, and saving a copy of your responses in a word processing document.
  - c. Click ***Mark as complete*** at the end of the step.
  - d. Repeat steps a-c for ***Program of Study*** and ***Essays & Extracurriculars***.
5. **Apply to UBC by December 1.** To [apply to UBC](#) and most other BC post-secondary institutions, you will use the EducationPlannerBC application service. Once you have created an EducationPlannerBC profile and selected "University of British Columbia", you will receive a 9-digit reference number. Please enter this number on the last page of your award application.

When selecting your degree, please note that the following degrees are not eligible for UBC International Scholars Program awards: dual degrees, joint degrees between UBC Okanagan and UBC Vancouver, and joint degrees with other post-secondary institutions.

Application fee waivers are granted on a very limited basis for extenuating circumstances and hardship (e.g., living in a refugee camp). We will determine your fee waiver eligibility based on information you provide in your award application. Please do not contact us to request a waiver.

If you plan to apply for [UBC Housing](#) but are unable to pay the housing application fee, please wait until our award decisions are released before applying for residence. The deadline to apply for housing is May 1.

6. **Submit your completed award application by December 1.**
  - a. [Log in](#) and click ***Continue*** on your award application.
  - b. Ensure that each section is marked as complete with a green checkmark. If you see a half-green circle, review the section, provide any missing information, and click ***Mark as complete***. Only after your nominator and referee have submitted their forms will you be able to mark their sections as complete.
  - c. When you are ready, click ***Submit*** in the left-hand column. No changes may be made after your application has been submitted.

- d. Download a copy for your records by clicking the **[...]** icon in the top right corner of your application.

**7. Submit required documents to UBC by January 31.** Several weeks after you apply to UBC, you will receive an email with the subject line “Your UBC Application - Next Steps” from the UBC Undergraduate Admissions Office. Follow the instructions in that message to submit any documents required to evaluate your application. If you are unable to upload your documents to the UBC Student Service Centre, please have your school email a certified copy to: [international.awards@ubc.ca](mailto:international.awards@ubc.ca).

**Important:** As a UBC International Scholars Program nominee, your document deadline is **January 31** (and not the date indicated in the “Your UBC Application - Next Steps” email).

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### Nominator instructions

You may see yourself referred to as a “recommender,” or be asked to provide a “recommendation” as part of the award application.

- 1. Confirm your institution is not exceeding the total number of UBC International Scholars Program nominations permitted.** A single high school, college, or university may nominate up to:
  - 3 nominees for UBC Vancouver (including Vantage College)
  - 1 nominee for UBC Okanagan

If you are a counsellor or administrator at an educational institution, please coordinate with your colleagues to ensure your institution does not exceed the maximum nominations permitted.

A non-profit organization may only nominate high school students. The nomination will count towards the total nominations permitted from the student’s high school.

- 2. Provide your name and email address to the nominated student.** They will send you an online request to complete a recommendation form.
- 3. Complete the recommendation form.** You will receive an email from “UBC Undergraduate Scholarships” asking you to provide an academic recommendation for the nominated student.
  - a. Click ***Give recommendation*** in the message and follow the on-screen instructions to create an account.
  - b. Follow the on-screen instructions to complete the recommendation. We recommend drafting, editing, and saving a copy of your responses in a word processing document. When you are ready, click ***Submit***. No changes may be made after the form has been submitted.

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## Referee instructions

1. **Provide your name and email address to the nominated student.** They will send you an online request to complete a recommendation form.
2. **Complete the recommendation form.** You will receive an email from “UBC Undergraduate Scholarships” asking you to provide an academic recommendation for the nominated student.
  - a. Click ***Give recommendation*** in the message and follow the on-screen instructions to create an account.
  - b. Follow the on-screen instructions to complete the recommendation. We recommend drafting, editing, and saving a copy of your responses in a word processing document.
  - c. When you are ready, click ***Submit***. No changes may be made after the form has been submitted.