Frequently Asked Questions About Graduate Scholarships and Awards:

Here are some answers to common questions about graduate scholarships and awards:

1. How do I find out what scholarships and awards are offered for graduate students at the University of Regina?

Anyone can browse the entire awards inventory on the Graduate Awards Portal (GAP) to see every scholarship, award and bursary offered. Click on GAP to begin at any time.

2. What is GAP?

GAP is our new online Graduate Awards Portal system. You can use GAP in two ways:
- Visit GAP as a guest. Anyone can browse the entire awards inventory, see award values, eligibility criteria and application deadlines, without creating a log-in account.
- University of Regina graduate students can register to use the secure GAP site to see their own program information, apply online for awards, and see a summary of past awards applied for and received.

3. What awards am I eligible for?

Each and every award have different eligibility criteria. Some are based on your program of study or GPA, while others look at activities and financial need. You may review the criteria for all awards online, then apply for as many as you are fully qualified for. Please ensure you highlight how you meet the criteria for the awards you are applying for.

4. I am an international student, what awards are available to me?

As an international student, you are eligible for all University of Regina graduate awards, except those that require Canadian citizenship or permanent residency. As long as you meet all the eligibility criteria of an award, you are eligible to be considered for it.

5. How do I apply for awards?

You can apply using GAP, our online scholarship application system. You must first create your student profile, which only takes a couple of minutes, before you can apply for any awards.
6. What do I need to apply for awards?

Each scholarships requirements are different. **Please read each individual eligibility criteria well in advance,** to be sure you have adequate time to collect the necessary documents. For SOME of our Main scholarships, you will require a Letter(s) of Support. You must ask permission of a professor well in advance. Be sure to ask a professor who knows your academic/research ability and provide your professor with adequate time to write the letter for you. Please know a professor has the right to decline your request, if you do not provide them with sufficient time, or if they do not know you well enough. You may ask a professor from a former university if you are new to this university. The letter must come from their official institutional address.

If the specific scholarship requires a Letter of Support, the link to the template letter will only be provided upon your scholarship application submission. It can also be found on the main page of GAP on the left hand side: [https://www.uregina.ca/gradstudies/scholarships/index.html](https://www.uregina.ca/gradstudies/scholarships/index.html)

Also, for each of our Main scholarships, you will need to attach your unofficial transcripts from the University of Regina. You can find a copy of this in UR Self Service. **If this is your first semester at the University of Regina,** you will need to upload a copy of your last university transcripts and Grade Key to your scholarship application in GAP.

7. When do I have to apply for awards?

The deadline to apply will vary for each award. Application deadlines are advertised for each award. We also have three main competitions during the year: Spring (deadline is May 30), Fall (deadline is September 30) and Winter (deadline is February 28). On the GAP home page, there is an icon that shows you **Awards Currently Accepting Applications.** If we are in the midst of a current competition, those awards will be shown there.

8. I tried to submit my application but I have a hold on my account?

Please read the red note it will tell you if you have a Financial Hold you will have to contact Financial Services. If you have a Study Permit hold you will have to contact UR International Office to have this lifted. For any other holds please contact grad.funding@uregina.ca and we can look into it.

Once a hold is lifted it will take 24 hours for it to be lifted in GAP after that time you will be able to submit your application. **This is why we ask students to submit their applications well before the deadline date.**
9. How do I check the status of my application once I receive my email notification that the competition has been closed?

On the left hand side of our main scholarship website there are How to Guides. Please view the ‘How to Apply for Scholarships’, on page 11 of this guide it has instructions on how to check the status of your application and find your letter.

If you are awarded a scholarship you will need to accept this letter in GAP in order for us to process your payment. Please know you will not need to accept any GAP scholarships in your UR-Selfservice account, only in GAP.

10. How and when do I get my money for the award(s) I have received?

Once you receive an award/scholarship letter, you will be notified to set up for direct deposit, as graduate scholarship funds are deposited directly to your bank account. If you have not previously done so, please complete and submit the Direct Bank Deposit Authorization Form to Human Resources, 4th Floor, Administration-Humanities building. Forms are available at: http://www.uregina.ca/hr/forms/payroll.html

You may also email the Direct Bank Deposit Authorization Form to Human Resources at: payroll@uregina.ca

11. What happens if I drop a course?

The eligibility criteria listed on the scholarship page must be adhered to during the tenure of your award. If you drop a course, or otherwise become ineligible, you may lose your scholarship and be required to pay it back to the university. Prior to making any changes to your registration, please ensure you are aware of the impact. If you are unsure, please do not hesitate to contact us at grad.funding@uregina.ca to ensure you remain fully eligible.

12. What happens if my program changes?

Sometimes a change in your program can impact scholarships you have been offered. If you have been offered a scholarship in a specific program or faculty for a future term, but then you change your program, you may no longer be eligible for the scholarship. Please ensure you follow the eligibility criteria for each award. If you are unsure, please do not hesitate to contact us at grad.funding@uregina.ca to ensure you remain fully eligible.

13. What are the most common mistakes students make when applying for scholarships?

The most common mistakes that eliminates a student from a specific scholarship is not submitting full documentation that is required of that specific scholarship. Please read the eligibility criteria carefully before applying for any scholarship.
In addition, students will apply for scholarships that they are not eligible for. We cannot award a scholarship to a student who is not fully eligible for a specific award. Please read the eligibility criteria carefully before applying for any scholarship.

Another common mistake students make is not providing a professor enough time to write a Letter of Support if it is required for the specific scholarship you are applying for. Professors can reject this request and then your application will be deemed incomplete if you do not have a Letter of Support sent in by the deadline. Please ask a professor well in advance if the letter is required, and be sure to ask a professor that can speak to your academic ability. These letters must come from a professor’s official institutional email, and can be from a professor from your previous university. If we do not receive your Letter of Support by the deadline of the competition, your application will be deemed ineligible as full documentation was not received. Please plan ahead!

When writing your research proposal, please remember that your application is being adjudicated by academics from a wide variety of fields, therefore the description of your research should be intelligible to non-specialists, as well as specialists. Please present your research in easy to understand language, for all reviewers.

When asked for a written Financial Statement, we want to hear about your financial situation. Tell us your financial story and why you require the funds. How these funds would help you out if you were to receive the funding.