How to Apply for Scholarships in GAP:

Once you have created your GAP account and setup your **Student Profile**, you are now ready to start applying for Scholarships/Awards that are currently accepting applications.

You can view scholarships that are currently accepting applications by clicking on the icon **Awards Currently Accepting Applications**.

You will be able to view the eligibility of the scholarships by clicking on the blue scholarship name on the left hand side of the screen.
On the eligibility screen below, it will give the award description and all of the required information for you to determine whether or not you are eligible for the award. Please ensure you read the eligibility requirements carefully. **Please know you must be fully eligible for each scholarship before applying, or you will be disqualified from that specific competition in which you are ineligible.**

Once you have viewed the awards and have determined which ones you would like to apply for, click on the house icon at the top left hand side of the page and it will take you back to your home page.

Before proceeding to apply for awards always make sure that your **Student Profile** is up to date as this information carries into your application.

To apply for awards click on the icon **Apply for Awards.**
This page is where you are going to choose whether you are applying for one of the Main Scholarships, or a Graduate Travel Award.

Once you make this selection, then you will have to choose a Faculty. You can choose All Faculties to show everything that is available for all Faculties, or you can narrow it down by choosing your own Faculty, to see what’s available. Once you have made your choice on the bottom right hand side of the screen, click on the yellow Search Awards that Match my Criteria.
Your search will bring up the awards that match the criteria that you choose. You can also search further in the search field at the top left hand side of the screen.

To choose the awards that you want to apply for, tick off the box on the left hand side beside the Scholarship Name that you would like to apply for. You can choose more than one to apply for at a time. Then go to the top right hand side of the screen and click on **Apply for Selected Awards**.

This will take you to your application wizard.
Application Wizard Step by Step

Step 1 – Application

In Step 1 it will show you the eligibility of all of the scholarships that you have chosen to apply for.

There are a few things to note at the top of the screen that are important to your application. On the top left hand side, it will tell you which competition it is and your application number, ie. **Spring Term 2017 – Application # 100173. This application number is very important to remember.** If you have any issues with your application, we must have this number in order to check details for you.

Also on the top right hand side you will see your application status. When you are filling out your application, your status will say that it is **In-Progress.** This will change to **Submitted** once you have completed all of your application and you click on the Submit Application button. **This is very important that after you have completed all steps that you go back into STEP 1 and lick on the Submit Application. If you do not submit it we cannot review your application.**

You will also notice that there is a **Cancel Application** button. You can choose to cancel your application at any time during this process before you click on the Submit Application button.

You can now click on the **Next** arrow on the right hand side, or click on the **Step 2 - Main Scholarships Awards** on the left hand side, to continue to move through the wizard.
Step 2 – Main Scholarship Awards

This is where you will enter your Most Significant Contribution & Transcripts. You may copy and paste into this field if you choose to. Please note that this is not your study proposal.

You will also upload your transcript here. Please upload the following:

University of Regina Unofficial Transcript from your U of R Self Service titled “Current Registration & List of Courses (Unofficial Transcript)”. If you have no grades yet at the U of R, you MUST provide a COPY of your last institution transcript and you must also include the Grading Key, in order to be considered.

Click Next on the right hand side and it will save your progress and move you onto Step 3.

Step 3 – Publications and Presentations

If you entered publications in your Student Profile they will show up here. If you do not have any Publications, then you can click on No. If you want to add another Publication you can do so by clicking on the green Add another Publication Type and then fill in the information in the boxes. Please know that if you add a new publication here, it will not be saved to your Student Profile. It will only be part of this specific application. If you want your addition/change to remain on your GAP profile, please add it to your Student Profile in GAP.
Click **Next** on the right hand side and it will save your progress and move you onto **Step 4**.

**Step 4 – Awards Held**

If you entered Scholarships/Awards held in your Student Profile, they will show up here. If you do not have any Scholarships/ Awards Held, then you can click on **No**. If you want to add another Scholarship or Award to the list, you can click on the green **Add another Awards Held** and then fill in your information. **Please know that if you add a new Awards Held here in your application it will not be saved to your Student Profile. It will only be part of this application. If you want it to remain on your GAP profile, please add it in to your Student Profile in GAP.**

Click **Next** on the right hand side and it will save your progress and move you onto **Step 5**.
Step 5 – Research or Study Proposal

In your Student Profile you would have entered your Research or Study Proposal. It will pull this information in from that Student Profile. **Please know if you make any changes in this screen it will not change in your Student Profile. If you want it to remain on your GAP profile, please add it in to your Student Profile in GAP.**

Click **Next** on the right hand side and it will save your progress and move you onto **Step 6.**

Step 6 – Additional Items

Certain awards/scholarships will require Additional Items. It will give you a description of the additional item required. Then you click on the **Upload File** button and add your document.

Click **Next** on the right hand side and it will save your progress and move you onto **Step 7.**
Step 7 – Letter of Support

Please know that SOME of our Main scholarships will require a **Letter of Support**. Please know that some scholarships may require more than one Letter of Support and it will be noted in the **Description** if it is **Letter of Support 1, 2 or 3**, for that award. **Please read the eligibility criteria in the award/scholarship to see if one is required.**

The **Award Name will be listed and will** tell you which scholarship the letter of support is for. Then you will enter the Professors’ email address, the Professor’s name.

We recommend that before you even submit your application that you ask your professor if they will be willing to provide you with a Letter support.

An email will be sent to your professor requesting a Letter of Support for you, once you submit your application. Once we receive your Letter of Support by email from your professor, we will attach it to your application in the GAP system.

**Submitting your Application**

Once you have entered all of your information, then click on the **Next** button, and it will take you to back to **Step 1**. Now that your application is complete, you should click on the **Submit Application** button at the top right hand side of the page in order to complete your application process. If you do not click **Submit Application**, your application will simply sit on your account and not be sent forward for review/consideration.

You will receive an email that your application has been successfully submitted. Your **Application Number** will be noted on this email. **Please make sure you keep your Application # handy, because if you have any questions regarding your application, we will require this number to look into your inquiry for you.**

Alternately if you are not yet ready to submit your application please click on **save button** at the top right hand side of the screen. Then you can close out of GAP or click on the **house** at the top left hand side of the screen to go back to your home screen.
To Go Back into a Saved In Progress Application

To go back into an application that is In Progress on the right hand side in the orange bars click on the plus sign beside *My Pending Award Applications* then you can click on the blue application # this will take you back in to your application so you can finish it and submit.
Checking the Status of your Application AFTER Submission

Now that you have submitted your application, you will have to wait for the adjudicators to review the applications.

When the adjudication period is done you will receive an email notification titled Award Competition Completed Notification. It will tell you to log into GAP and check the results of the competition.

When you log back into GAP, on the right hand side of the screen where the orange bars there are two statuses that you will need to look under for your success and regrets letters.

**My Awards that have been Declined in the Past 6 Months** this is for scholarships that you were not successful in. It will show you the Application #, Award Name, Date Submitted and Status. If you click on the blue Application # it will take you into the screen where you will find your regrets letter. Click on the file button on the right hand side of the screen. Then click on the Regret letter file in there and it will bring up your letter in PDF form.

The last orange bar is **Awards I have been Offered or Accepted in the Past 6 months**. This is where you will find the awards/scholarship that have been offered to you. You will click on this bar and it will show you the Application #, Award Name, Date Submitted and Status. The first status you will see will be Offered. You will have to click on the blue **application #** and then either ACCEPT the award or DECLINE the award/scholarship. You will not see the letter in the Files folder until you have ACCEPTED the award/scholarship.
After you have accepted the offer on the right hand side of your application you will see a blue folder that says Files. Click on this button to view your success letter in PDF format. **Please know that we cannot make any payments until you have accepted the award/scholarship.**

We hope you found these step by step instructions helpful. If you have feedback on how we can make this document more user friendly, we are happy to hear from you at [grad.funding@uregina.ca](mailto:grad.funding@uregina.ca)

Best of luck in with the application process!