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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.

Or you can use our Scholarship Database. The Scholarship Database has internal and some external to the University of Regina scholarships listed. You can find the scholarship Database on our [Graduate Scholarships and Funding](#) webpage.

2. What is GAP?

GAP is our 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 apply online for awards and see a summary of past awards applied for and received.

3. What awards am I eligible for?

Every award has 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*. If 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.



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6. What do I need to apply for awards?

Each scholarship's 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 after you submit your scholarship application. The Letter of Support form can also be found on our [Graduate Scholarships and Funding](#) website at the bottom of the page under the *Forms and Links* section.

Also, for each of our Main scholarships, you will need to attach your University of Regina Unofficial Transcript found in UR Self Service **OR** you can attach your official transcript from MyCreds. Please refer to the **MyCreds™ | MesCertif™ learner FAQs** for more information on fees and how to register. **If this is your first semester at the University of Regina** with no grades yet, in addition to the unofficial University of Regina transcript found in UR Self Service *or* the official transcript from MyCreds, you **MUST** also provide an unofficial copy of your last institution transcript along with the grading key to be considered. You must combine these documents into one and upload them.

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 29) 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 middle 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 what do I do?

Please read the note, it will tell you if you what type of you have a hold on your account. If it is 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 investigate it.



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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 Graduate Scholarships and Funding website under the Graduate Award Portal (GAP) section there is a link called *Go to GAP Information Page* where we have How to Guides and various documents to help you with GAP navigation. Please view the '*How to Apply for Scholarships*', on page 13 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 for us to process your payment. Please know you will not need to accept any GAP scholarships in your UR-Self Service 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 sign 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: https://www.uregina.ca/human-resources/student-employment.html#fact_2_1

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

11. What do the dates on my scholarship letter mean?

We must payout scholarships through the University of Regina payroll system. The University of Regina follows a bi-weekly schedule. Your payment will follow after the dates of the letter. For example.

If it states pay period of January 27, 2025 to February 7, 2025 you will be paid on the next pay period of February 14, 2025. If the date are over a longer period then you will be paid out on a bi-weekly basis. You can find the payroll schedule on Human Resources website at the bottom of the page at: <https://www.uregina.ca/human-resources/student-employment.html>

12. 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



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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.

13. 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 you then 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.

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

- 1) **not submitting all documentation** required for that specific scholarship. *Please read the eligibility criteria carefully* before applying for any scholarship.
- 2) **Students applying for scholarships that they are not eligible for.** We cannot award a scholarship to a student who is not **fully eligible**. *Please read the eligibility criteria carefully* before applying for any scholarship.
- 3) **Writing a research proposal that uses jargon and area specific language.** 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. Please read the full instructions in your student profile as they will guide you to what we are expecting for your research proposal. There are some examples on our GAP How to website.**
- 4) **Course based students skipping the proposal.** Even though you do not have a research component we still require you to fill in the Research or Study Proposal of your student profile. There are examples on our GAP How to website. Here are the instructions that we provide to you in GAP:

Course-Based Students:

-List the courses that you have taken and will take to complete your degree. For each course, list the number and title only, and briefly explain in a sentence how each course contributes to your professional and/or personal development.

- Explain the wider significance of your studies. How will your workplace, your community, or society be enhanced?



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- Explain why you chose your specific area of study. What will the completion of your degree help you to achieve?
- Be clear and specific. Convey your passion.

5) Not following the instructions for the Most Significant Contribution. You will have to fill this section in for each new application that you submit in GAP. The instructions that we give in your application are the following:

Select your single (one) most significant completed contribution and demonstrate the connection between your contribution and your graduate studies. The contribution can be a research, creative or community-related. Briefly explain how your contribution inspires your academic pursuits as a graduate student and how it relates to your current graduate studies. This is not a continuation of your Research/Study Proposal. (Please see examples on our website)

We are looking for **one** contribution that you have completed. It cannot be your current research as you have not completed this yet. We are looking for a past contribution that you have completed. If you have completed a publication, please provide context on why it is significant and related to your graduate program. Many students will also make the mistake of listing accomplishments instead of focusing on **one** contribution. What we are looking for is one contribution that you have completed and how it relates and inspires your current graduate program. We have provided [samples](#) on our website for reference

6) Not providing a full financial needs statement. When asked for a written *Financial Needs Statement*, we want to hear about your financial situation. Tell us your financial story as to why or the nature of your financial need. How these funds would help you out if you were to receive the funding. A proper statement should include the story of why you are pursuing a graduate degree, why you are facing hardship and very importantly what the funding will mean to you should you be successful.

7) 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!