University of Regina | Faculty of Graduate Studies and Research

OFFICE OF THE DEAN
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www.uregina.ca/gradstudies/

Frequently Asked 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. In addition, we have many, many more scholarships that you may be eligible to apply to within the links on our Main Scholarship Page.

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 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 eligible* 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. Explore scholarships on our database, you can even filter for those specific to international students: https://www.uregina.ca/graduate-studies-research/scholarships/listing.html

5. How do I apply for awards? You can apply for most awards 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 in GAP. For awards not found in GAP, simply follow the instructions for that specific scholarship, as each application is different.

6. What do I need to apply for awards? Each scholarship requirements are different*. **Please read each individual eligibility criteria well in advance,*** to be sure you have adequate time to prepare/collect any necessary documents. For a few of our scholarships in GAP, 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 our main scholarship page under Forms & Links.
Also, for each of our Main scholarships in GAP, you will need to attach your University of Regina Unofficial Transcript titled "Current Registration & List of Courses (Unofficial Transcript)" found in UR Self Service. **OR** you can attach your official transcript from MyCreds. Please refer to the **MyCreds™ | MesCertif™** learner

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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 transcript found in UR Self Service *or* the official transcript from MyCreds, you MUST also provide a copy of your last institution transcript along with the grading key in order to be considered. You must combine these documents into one document and then 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 so please read carefully. We also have three main competitions in GAP during the year: Winter (deadline is February 28), Spring (deadline is May 30) and Fall (deadline is September 29). On your 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 in GAP, as 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 for you. Once a hold is lifted it will take *24 hours for it to be lifted in GAP.* Only after that time you will be able to submit your application. ***This is one reason why students must submit their applications well ahead of a deadline date.***

9. How do I check the status of my application once I receive my email notification that the competition has been closed? There are many '*How To' Guides* available on our website: https://www.uregina.ca/graduate-studies-research/scholarships/gap.html.   Please view the '*How to Apply for Scholarships*'. On **Page 11** of this guide, there are 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-Self Service account, only in GAP.

10. 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. 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.

11. 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*.

12. 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 most graduate student 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:

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Or email the Direct Bank Deposit Authorization Form to HR at: hr.support@uregina.ca