

# Richard J. Van Loon Scholarship Application Form

## Terms and Eligibility

Awarded annually, on the recommendation of the Richard J. Van Loon Scholarship Committee to an outstanding international student from an African country. Eligible recipients will be full-time students proceeding from one year to another in any program of study at Carleton University. Consideration will be given to students in financial need. Application is required. If an undergraduate student is selected, the scholarship will be awarded by the Director of Undergraduate Awards and Financial Aid, if a graduate student is selected, the scholarship will be awarded by the Dean of the Faculty of Graduate Studies and Research. Endowed in 2005 by friends, family and colleagues in honour of Richard J. Van Loon, Carleton's 10<sup>th</sup> President.

This scholarship is valued at \$5,000 for the 2014/2015 academic year. Two scholarships will be awarded. Applicants who are short-listed, but not selected for the Richard Van Loon Scholarship, may be considered as potential candidates for the African Student Association Bursary.

## Application Deadline: November 15, 2014

*Successful candidate will be notified in writing by the end of January 2015*

### General Eligibility Criteria

- You must be a citizen of an African country
- You must be an international student, who is required to have a valid Study Permit for Canada
- You must be registered as a full-time student at Carleton University and be successfully proceeding from one year to another in any program of study
- You must be in good academic standing
- Consideration will be given to students in financial need
- Application documentation is required. See instructions below.

### Instructions

1. Please complete all 5 sections of the application form.
2. Enclose with your application an essay (500-600 words) on the topic provided.
3. Enclose with your application a sealed recommendation from an academic referee.
4. Enclose with your application proof of citizenship and a copy of your study permit for Canada

Acceptable referees would include:

Professor who has taught a class you successfully completed.

Thesis advisor

Graduate Supervisor

Dean of a Faculty

A Director of a School or Institute

A Chair of a Department or Program

Please complete all 5 sections

## Richard J. Van Loon Scholarship Application Form

### Section 1: Personal Information

\_\_\_\_\_  
Surname

\_\_\_\_\_  
Study Permit #

\_\_\_\_\_  
Given Names

\_\_\_\_\_  
Intended Proof of Citizenship

\_\_\_\_\_  
Local Address: Unit, # and Street

\_\_\_\_\_  
Carleton Program      Year      Faculty

\_\_\_\_\_  
City      Prov/Territory      Postal Code

\_\_\_\_\_  
Carleton Student Number

(\_\_\_\_\_) \_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

Please have one of your Academic References below complete the attached Referee Form and enclose the Referee Form in a sealed envelope with your application

\_\_\_\_\_  
Academic Reference 1

\_\_\_\_\_  
Academic Reference 2

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
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**Section 2: Describe your academic and career goals.**

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**Section 3: Explain how receiving this scholarship will assist you in achieving your academic and career goals**

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## Section 4: Please provide a statement outlining your need for financial assistance

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## Section 5: Essay

Please write a 500 - 600 word essay on the topic below and attach the essay to the application form.

### Topic

**Describe the most important activities in which you demonstrated a leadership role and how these activities contributed to your development as a leader.**

### Student's Declaration

I authorize Carleton University to release a copy of this application to the appropriate awards selection committee(s) and to the award donor, including my academic record and financial need information in order to adjudicate my application for an award. If requested, I agree to provide the Awards Office with any documentation necessary to verify the information on this. I declare that the above information is true and accurate. If any information is inaccurate, I understand that an award may be reassessed and/or withdrawn.

Signature of Student

Date

*At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected). The Awards Office allows for disclosure or exchange of information to external and internal bodies as required determining eligibility/ suitability for awards and the release of identifying information that may include name/program / year, to award donors and university units advising them of award recipients. From time to time, the university may also post this information in public forums, such as websites and/or notices or use this information for statistical or reporting purposes to agencies that have the authority to ask for such information. If you have questions and/or do not agree to the release of identifying information, please contact the Awards Office FIPPA Liaison Officer at [awards@carleton.ca](mailto:awards@carleton.ca).*

### Return by November 15, 2014 to:

Richard J. Van Loon Scholarship Committee  
c/o Awards Office  
Carleton University  
202 Robertson Hall  
1125 Colonel By Drive  
Ottawa ON K1S 5B6

Phone: 613-520-3600  
Fax: 613-520-3560

# Richard J. Van Loon Scholarship Referee Form

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Email**

This student is applying for the Richard J. Van Loon Scholarship. Please provide a statement of recommendation for this applicant describing their academic achievements and/or contributions to the community. You are asked to complete and return this form to the student in a sealed envelope with your signature on the back of the envelope, across the seal.

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\*If you wish to write more than the space allows, simply continue on the back of this page, or attach additional sheets.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Relationship to the applicant**

\_\_\_\_\_  
**Place of Work**

