



CCYK-CALAREO Guidelines for ELAP Scholarship Applications (2024-25)

CALAREO Members can accept nominations for ELAP scholarships from CCYK members who do not have a bilateral agreement, mostly for research applications. Only Vancouver Island University and Lakehead University can accept a limited number of undergraduate study students. CCYK and its Member Institutions will be responsible for recommending the best applicants to CALAREO member institutions. A high level of English is essential for student success. We will review these guidelines annually.

Note: Some CALAREO members have existing bilateral agreements with some CCYK members. The guidelines that follow do not apply to eligibility under the bilateral agreements. We recommend that CCYK members who have bilateral agreements with CALAREO Members submit their ELAP applications through that mechanism.

When contacting a CALAREO member about ELAP, please indicate that your request is related to the CCYK-CALAREO MOU.

The ELAP Program

The ELAP Program has now opened for applications for the 2024-25 academic year. The program supports both STUDY applications and RESEARCH applications. It is generally expected that undergraduates will apply to STUDY and graduate students will apply for RESEARCH. Exceptional undergraduates who are well prepared to undertake full-time research (35 hours per week) may also apply as RESEARCH students, however they may find that less fulfilling socially and culturally, as they usually do not interact with other students the same way they would if they take classes. Students who prefer to take a combination of courses and do a smaller research project should apply as STUDY students.

Under the CCYK-CALAREO MOU, students can only apply to one CALAREO member institution. Each of our members has their specific strengths and areas of expertise. Students should carefully select the university and program that best meets their needs. If you cannot find a specific department at one CALAREO university, try another university.

The eligibility criteria and application guidelines for ELAP are found on the [EduCanada website](#). Please note that the final decision on number of spaces and applications is made by the Canadian Bureau of International Education (CBIE), not CALAREO or our member institutions.

Research applications are dependent on the students' ability to propose a feasible research project and find a host supervisor in their field of research to supervise the project. We do **not** have a list of projects to which students can apply. In most cases, the research option is best for **graduate students**. The student will be expected to find their own supervisor, design their own research project, and be prepared to work full-time (approx. 35 hours per week) on the project.

Students who wish to conduct research projects should start early to find a supervisor. Contacts at CALAREO member institutions may be able to assist in recommending a supervisor, however it is the student's responsibility to find a host supervisor.



NOTE that CBIE will only consider complete applications that respond adequately to all information requested.

Proof of Full-time Enrollment: One required document is a letter indicating proof of full-time enrollment. If the words “full time” do not appear, the application will be rejected.

SUGGESTED PROCESS:

1. CCYK coordinates the selection of applicants from CCYK members. Students may be nominated to one CALAREO member institution. Research students should already have a supervisor identified. Students should have a complete (or near complete) application, including supporting documents, at the time of nomination.
2. CCYK compiles a list of selected applicants and up to 10 alternates to be on a waitlist to the CALAREO Secretariat no later than **February 19, 2024** for students interested in apply to Vancouver Island University-VUI and no later than **February 26th, 2024** to the other CALAREO universities. If there are enough applicants, please include at least one alternate per CALAREO member institution. Waitlisted students will be contacted if a selected student declines to submit an application.

For each student, include the following information:

- a. Student's Name, status (UG or GR), type (Study or Research), email address
 - b. Name of desired CALAREO Host institution
 - c. For Research students, name of host supervisor
 - d. Name of student's home institution, name of coordinator/manager, and email address
3. The CALAREO Secretariat will send the list of students to each member institution
 4. The CALAREO member institution will send the application instructions to the coordinator of each student's home institution.



Tips for finding a host supervisor (research students)

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Students can visit the website of each CALAREO member institution to find out if there is an academic department in your subject area. Faculty members and their research interests are identified on the university websites. You may contact a faculty member directly.

When reaching out to faculty members, you should:

- *Explain who you are (attach a resume or CV);*
- *Briefly describe your research project idea; if you have a research proposal, include that as an attachment.*
- *Explain why you want to work with them (that specific researcher);*
- *When you want to start your research stay (e.g. September 2024, January 2025), and for how long (e.g. 4 months, 6 months).*
- *Tell them that you are applying to the ELAP Scholarship, and if successful, you will be self-funded.*

They may not be familiar with ELAP however, so please provide sufficient information so that they can consider your request.

Please understand that our faculty members may have prior commitments and may not be available to host you.