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Emerging Leaders in the Americas Program (ELAP)

Competition: Open for the 2019-2020 academic year

Deadline: March 21, 2019

Who applies: Canadian institutions

NOTE: Only Canadian institutions can submit applications on behalf of candidates. They may choose to set their own internal deadline to receive supporting documentation.

Description: The Emerging Leaders in the Americas Program (ELAP) scholarships provide students from Latin America and the Caribbean with short-term exchange opportunities for study or research, in Canada, at the college, undergraduate and graduate levels.

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Application process

Candidates:

- interested in this scholarship program should first contact their home institution;
- must provide a letter of intent that describes the nature of their research or studies to be undertaken, that explains the rationale for study in Canada and for the choice of institution, program and supervisor, and that indicates how the proposed program of study or research will relate to their future career; and
- do not apply on their own behalf.

Home institutions:

- are responsible for identifying strong academic candidates who meet the admission requirements for the Canadian partner institution and providing the candidates' documents to the Canadian partner institution.

Canadian institutions:

- must apply on behalf of the candidate(s) by submitting the online application form and uploading all supporting documents prior to the deadline;
- may submit multiple applications and may be asked to rank their applications, based on their strategic priorities;
- should identify a single person responsible for the administration of the program; and
- should instruct faculty or staff members who are submitting an application to notify the person responsible for the administration of the program at their respective institution as the institution may be requested to rank multiple applications.

Canadian institutions are encouraged to carefully read the instructions before beginning the online application. Further information is available on the [International Scholarships Canada Application Tool Help](#) web page.

If institutions experience difficulty filling out or submitting the form, they should send an email to scholarships-bourses@cbie.ca.

Canadian institutions must:

1. Complete an online application for each candidate.
 - Institutions which do not have an account first need to [Register an account](#).
 - Under "For Non-Canadians" section, scroll down to the Emerging Leaders in the Americas Program and click on Apply Now.

2. Enter data in the fields marked mandatory, following instructions for each item, or copy and paste it from another source. Note that:
 - the name of the candidate must be exactly the same as it is on their passport; and
 - the official name of the candidate's home institution must be provided in their national language.
3. Upload all required supporting documents.
4. Upon completion, verify the data prior to submission.
5. Print the form for their records using the print function in the browser.
6. Click SUBMIT to provide their form electronically to the Department of Foreign Affairs, Trade and Development (DFATD). The institution will receive a confirmation message and reference number once their form is submitted.

NOTE: Institutions will have the ability to save applications and complete them at a later time. Both saved and submitted applications will appear on the institution's profile homepage.

Supporting documents

The following documents must be uploaded and attached to the online application form in one of the following formats: .pdf, .jpg, .doc, .docx, .txt or .gif. Each document must be smaller than 5 MB in order for the application to upload successfully.

- **Proof of citizenship:** a copy of the candidate's passport or national identity document with valid dates. Note: a driver's licence, permanent resident card, student card or baptism certificate is not accepted as proof of citizenship. The country of citizenship selected in the online application form must be the same as the country of the proof of citizenship.
- **Proof of full-time enrolment:** a letter in English or French from the home institution, on official letterhead, dated within the last six months, confirming that the candidate is currently enrolled in a full-time program and will continue to be enrolled upon their return and providing the expected completion date of the degree. Note: copies of transcripts, a student card or letter of admission are not acceptable (maximum one page).
- **Letter of intent from the candidate:** a letter in English or French from the candidate describing the nature of their research or studies to be undertaken and explaining the rationale for study in Canada and for the choice of institution, the program and the supervisor. The candidate must also indicate how the proposed program of study or research will relate to their future career (maximum one page).
- **Letter of support from the home institution:** a letter in English or French from the candidate's instructor, professor or international director on the institution's official letterhead explaining the nature of study and how the candidate and the home institution will benefit from this scholarship program (maximum one page).
- **Letter of invitation from the Canadian supervisor:** applications for graduate students must include a letter from the Canadian supervisor indicating their willingness to support and mentor the candidate. This letter must be on institutional letterhead, be in English or in French, be signed and demonstrate the support for the candidate during the exchange period and demonstrate how the Canadian institution, supervisor and peers will benefit (maximum one page).
- **Signed copy of Memorandum of Understanding or Agreement with the partner institution:** a written agreement or understanding, in English or in French, signed by both institutions indicating that tuition fees will not be charged and containing any other clauses of mutual interest. The specific clause in which the tuition fees are waived must be indicated. Note: a signed copy of this document is mandatory for undergraduate and college applications. For graduate applications, if the exchange is made under a signed agreement, it is strongly suggested that it be included with the application.
- **Privacy Notice Statement:** a copy of the Privacy Notice Statement for non-Canadian participants dated and signed by the candidate.

APPLY NOW

Selection process

The following guidelines are followed for the review, assessment and selection of applications:

- All online applications received by the deadline will be pre-screened to ensure they meet eligibility requirements established for the program.



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Deadline for Canadian institutions

The deadline for Canadian institutions to submit online applications on behalf of candidates is **11:59 p.m. EDT, March 21, 2019**.

It is the responsibility of the Canadian institution to ensure that supporting documents are received by the deadline. Supporting documents, other than those requested, will not be accepted.

Canadian institutions are advised to establish an earlier deadline with candidates and their home institutions to ensure timely receipt of supporting documents.

Deadline for candidates and non-Canadian institutions

Interested candidates are encouraged to check with their home institution to obtain the internal deadlines of the Canadian institution and the home institution.

Home institutions are required to send the candidates' supporting documents to Canadian institutions by their established internal deadline.

Arrival in Canada

Scholarship recipients may commence their studies or research as early as June 1, 2019 but no later than February 1, 2020.

Notification

Canadian institutions will receive a preliminary update on the eligibility status of their respective applications by the end of April 2019. The Canadian Bureau for International Education (CBIE), the Scholarship Administrator, will communicate all updates and results to the main contact at the Canadian institution.

Canadian institutions will be informed of the final selection and results by the end of May 2019 following approval from the Department of Foreign Affairs, Trade and Development (DFATD).

International candidates are advised to contact their home institution or the Canadian institution regarding the status of their application.

Canadian institutions with successful candidates will receive a contribution agreement for the administration and disbursement of scholarships to the recipients.

- Eligible and complete applications, including the supporting documents, will be evaluated based on the following criteria:
 - merit of the proposed research or study project that the student will undertake in Canada;
 - benefit to the home institution, supervisor and peers;
 - benefit to the Canadian institution, supervisor and peers; and
 - strength of the linkages to be created through the proposed exchange.
- Should there be a larger number of applications than funding available, the Canadian institution will be asked to rank its eligible applications based on its institutional strategic priorities.

Conditions

Only applications submitted directly by Canadian institutions will be considered.

The scholarship administrator is not able to provide feedback for unsuccessful candidates.

These scholarships are subject to the availability of funding from the Government of Canada.

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Eligibility

Candidates must be citizens of one of the following eligible countries:

- **Caribbean:** Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Turks and Caicos;
- **Central America:** Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama;
- **North America:** Mexico; or
- **South America:** Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela.

Candidates:

- who have obtained Canadian citizenship or who have applied for permanent residency in Canada are not eligible;
- already participating in an exchange scholarship program funded by the Government of Canada are not eligible;
- already enrolled in a degree or diploma program at a Canadian university or college are not eligible; and
- must be enrolled full-time at a post-secondary institution in an eligible country and paying any tuition fees regulated by that institution at the time of application and for the full duration of the exchange.

Terms and conditions

The following terms and conditions must be met during the period of the scholarship.

The Canadian post-secondary institution must:

- be recognized by its provincial or territorial government;
- waive tuition and/or academic fees for selected students, as scholarship recipients must be registered full-time and paying tuition to their home institution;
- inform both the candidate and their home institution of any mandatory fees that, in exceptional cases, cannot be waived, prior to applying for a scholarship on the candidate's behalf;
- enter into an agreement with the recipient stating that:
 - funding for the scholarship is provided by the Department of Foreign Affairs, Trade and Development (DFATD);
 - the recipient must provide the Canadian institution with records to account for major expenses such as travel and lodging; and

- the recipient agrees to have their contact information shared with DFATD, for reasons such as: to be invited to join the Government of Canada Scholars' Alumni Association (GCSAA), to attend events organized by the Canadian Embassy or the High Commission in their home country and by DFATD in Canada, or for promotional and statistical purposes; and
- provide qualitative and quantitative reports during the scholarship period.

Scholarship recipients:

- must engage in full-time studies or research as defined by the Canadian institution;
- must be proficient in the language of instruction at the Canadian institution (English or French) before their arrival in Canada, as the scholarship does not cover language training. Language requirements are set by each Canadian institution;
- in pharmacy, medicine, dentistry or other health fields are excluded from clinical training or clinically-oriented research involving direct patient-care;
- may not hold any other scholarship granted by the Government of Canada;
- enrolled in courses must arrive in Canada by September for the fall semester or by January for the winter semester;
- conducting research must arrive in Canada for the uptake of their award between June 1, 2019 but no later than February 1, 2020. Failure to arrive during this time may result in the cancellation of the scholarship. In exceptional cases, and with prior approval from DFATD, the arrival deadline may be extended to March 1, 2020;
- must ensure that they have appropriate health insurance for the full duration of the scholarship, as per the policies of the Canadian institution; and
- must focus primarily on full-time studies or research during their stay in Canada.

Important information:

- For college and undergraduate applications, a written institutional collaboration and student exchange agreement or memorandum of understanding between the Canadian institution and the candidate's home institution is mandatory.
- For graduate applications, an inter-institutional agreement is desirable but not mandatory. If there is no existing exchange agreement, graduate applications which involve a new or established collaboration between professors from a Canadian institution and the candidate's home institution will be accepted.
- Applications submitted directly by a candidate or their home institution will not be accepted.
- Scholarships cannot be deferred and are not renewable.
- Priority will be given to candidates who have not previously received a scholarship under the Canada-CARICOM Leadership Scholarships Program, the Canada-CARICOM Faculty Leadership Program, the Canada-Chile Leadership Exchange Scholarship or the Emerging Leaders in the Americas Program.
- Scholarships are not taxable for either the Canadian institution or the scholarship recipient.

Any questions?

Please direct all inquiries regarding the eligibility requirements to: scholarships-bourses@cbie.ca or 613-237-4820.

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Scholarship value and duration

Funding for ELAP scholarships is made available by Global Affairs Canada through its legal title: the Department of Foreign Affairs, Trade and Development (DFATD).

The Canadian institution will receive funding from DFATD for all successful candidates in the form of a contribution agreement and will be responsible for providing the funds to scholarship recipients.

The scholarship value varies depending on the duration and level of study. The scholarship value for students is:

- CAD 7,200 for college, undergraduate or graduate students (Master's and PhD) for a minimum of four months or one academic term of study or research; or
- CAD 9,700 for graduate students (Master's and PhD) for a period of five to six months of study or research.

In addition to the funds allocated to the recipients by DFATD, the Canadian host institution may also claim CAD 500 per scholarship recipient to assist with administrative costs once the scholarship recipient arrives in Canada.

ELAP study tour

As part of the Emerging Leaders in the Americas Program, selected recipients will be invited to participate in a study tour focused on Global Affairs Canada's key priority areas, such as democratic and accountable governance, human rights, the environment, diversity and Indigenous peoples.

Eligible expenses

Canadian institutions will disburse scholarship funds to the scholarship recipient to contribute to the following costs:

- visa and/or study/work permit fees;
- airfare, for the scholarship recipient only, to Canada by the most direct and economical route and return airfare upon completion of the scholarship;
- health insurance;
- living expenses, such as accommodation, utilities and food;
- ground transportation expenses, including a public transportation pass; and
- books and supplies required for the recipient's study or research, excluding computers and other equipment.

Payment procedure

Subject to the terms and conditions of the Contribution Agreement, funding will be disbursed by a cheque issued to the Canadian institution upon receiving the following documents:

- the Contribution Agreement signed by both the designated authority at the Canadian institution and the designated authority at DFATD; and
- a Cash Flow Statement submitted by the Canadian institution to coincide with the arrival of the scholarship recipients to Canada.

Funds will be disbursed to the scholarship recipients according to the Canadian institution's internal processes and in conformity with the Contribution Agreement concluded between DFATD and the Canadian institution. Canadian institutions will typically disburse funds to scholarship recipients in instalments.

The Canadian institution will retain proof of scholarship payments to the recipient(s) and other documents required as further outlined in the Contribution Agreement concluded between DFATD and the Canadian institution.

Should a recipient not take up the scholarship, all funds, including the administrative fee, must be returned to DFATD through the scholarship program administrator, the Canadian Bureau for International Education (CBIE).

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Guidelines

The Emerging Leaders in the Americas Program (ELAP) scholarships are facilitated through institutional collaborations and student exchange agreements between Canadian and Latin American or Caribbean institutions. These agreements are created between colleges, technical or vocational institutions and universities. Students, hereby referred to as "candidates", must be registered as full-time students in their home institution at the time of application and during the entire duration of their study or research stay in Canada.

Canadian post-secondary institutions

Canadian institutions are:

- responsible for submitting applications on behalf of eligible candidates from institutions in Latin America and the Caribbean; and
- encouraged to promote this scholarship opportunity to faculty and staff members, as well as to partner institutions in Latin America and the Caribbean.

Canadian institutions with successful candidates:

- should identify a single person responsible for the administration of the contribution agreement and another person with delegated signing authority; and
- will receive contribution funding from Global Affairs Canada to disburse as scholarships to recipients.

Non-Canadian candidates

Candidates interested in this scholarship program should contact their home institution to:

- make their interest known;
- find out if there is an existing institutional collaboration or exchange agreement with a Canadian institution; and
- request information about the application process and selection criteria specific to the Canadian institution and provide any additional information, such as transcripts, language test results, a research project and a registration form for an exchange program.

Selected candidates are encouraged to:

- ensure that they fulfill the requirements of the Canadian institution including academic requirements and language proficiency;
- submit their visa application as early as possible and follow the procedures of Immigration, Refugees and Citizenship Canada as outlined by the Canadian institution (generally a study permit is required for course work and a work permit is required for research);

- initiate the process for the transfer of credits to their home institution as soon as their Canadian courses have been identified; and
- contact alumni of the program through their home institution for advice and a local perspective on the scholarship experience.

Non-Canadian institutions

Non-Canadian institutions are encouraged to:

- communicate with partner institutions in Canada to confirm or explore institutional collaborations and student exchange agreements;
- promote this scholarship opportunity through their international offices;
- identify strong academic candidates who meet the admission requirements for the Canadian partner institution;
- provide the candidates' documents to the Canadian partner institution, which is responsible for submitting the scholarship applications; and
- propose to selected candidates to gain additional linguistic training, academic upgrading and cultural preparedness before their departure.

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