



# Korean Canadian Scholarship

Foundation of Edmonton 에드먼턴 한인장학재단

• since 1986 •

PO Box 88033 Rabbit Hill Post Office  
Edmonton, AB T6R 0M5

## 2019 KCSFE SCHOLARSHIP APPLICATION GUIDELINE

*The Korean Canadian Scholarship Foundation of Edmonton (KCSFE) provides scholarship to foster the education and the growth of future leaders of Alberta communities. KCSFE scholarship is not limited to the Korean Canadian students, but open to all high school and post-secondary students in Northern Alberta.*

### IMPORTANT CHANGES FOR 2019 APPLICATION

- **Application:** Applicants must submit their application online (Google Form) by the deadline. Applicants may use “**OFFLINE APPLICATION TEMPLATE**” to work on your application offline and to save your work in progress. You must copy your final responses into the ONLINE Google Form and submit your application online by the deadline. Hard copy applications will not be accepted. Instruction on how to submit the Google Form can be found below (in detail) and within the offline application template (in brief).
- **Sports Category:** Applicants who excel in sports should apply under the ‘Arts & Sports’ category.
- **Volunteerism/community leadership activities:** The evaluation period is only the year following July 2018. Extracurricular activities and work experience will also be considered. However, volunteering/extracurricular activities/work experiences hours, applicants’ role(s), must be supported by reference letter(s). Otherwise they will not be considered for evaluation.
- **Reference Letter(s):** Referee(s) must send reference letter(s) directly to our mailing address or e-mail address ([kcsfe.scholarship@gmail.com](mailto:kcsfe.scholarship@gmail.com)) by the application deadline. Please ask referee(s) to put “RE: (Name of applicant) scholarship application (Category) to the Korean Canadian Scholarship Foundation” and to use “he” or “she” instead of applicant’s name in the body of reference letter. Reference letter(s) postmarked after the deadline will not be accepted.
- **Transcript(s):** Transcripts submitted using methods and/or forms other than those mentioned below will not be considered and the application will be disqualified. Official transcripts, sealed in the Alberta Education (high school) or academic institution’s (college/university and graduate) envelope, must be sent directly to our mailing address by the application deadline. Official transcripts postmarked after the deadline will not be accepted and the application will be disqualified.
  - **High School:** Transcripts must be ordered from the Alberta Education Website at [myPass.alberta.ca](http://myPass.alberta.ca) (<https://public.education.alberta.ca/PASI/myPass/welcome>) and sent on your behalf directly to the Korean Canadian Scholarship Foundation of Edmonton. There is a \$10.00 non-refundable processing fee for each copy.
  - **College/University and Graduate:** Transcripts must be sent directly to the KCSFE on your behalf in a sealed academic institution’s envelope. There may be a processing fee depending on your academic institution.
- **Tuition Receipt(s):** [**Grade 12, University/college, and Graduate students ONLY**] Tuition receipt(s) for the 2019/2020 academic year should be submitted to receive the scholarship. Tuition receipt(s) can be submitted with scholarship acceptance form once the applicant receives notification that their application

is successful.

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## **DEADLINE FOR 2019 APPLICATION**

The deadline for 2019 KCSFE scholarship application is **SATURDAY, SEPTEMBER 7, 2019 AT 11:59 P.M. (MT)**. Applicants must submit their application **ONLINE** by deadline. Late or incomplete applications cannot be accepted.

Note that a Google Account (i.e. Gmail) is required for some features of online application form. University of Alberta students may use their institutional (@ualberta.ca) Google accounts. If you do not have a Google account, need more information, or for help completing application form, please contact KCSFE (kcsfe.scholarship@gmail.com) for assistance.

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## **SCHOLARSHIP ELIGIBILITY**

Applicants must:

- Be a Canadian citizen, a permanent resident, or an international student;
- Be enrolled as a full-time student at a senior high school (grades 10-12), university/college (undergraduate) or graduate school (master's degree or doctoral degree program);
- Reside (or have parents who reside) in Edmonton or the surrounding area (Red Deer and above area of Alberta);
- Meet the minimum GPA requirement (for Academic Excellence Category Application only); AND
- Have less than two times of scholarship award during high school (high school student) or during university/college (university/college student), or no previous scholarship award during graduate school (graduate student).

### Minimum GPA

- Academic excellence category:
  - High school students - A minimum GPA of 75% for their most recently completed school year;
  - University/College students - A minimum GPA of 3.0 (or B) for their most recently completed academic year
- Other categories:
  - No minimum GPA is required but applicant's GPA will be considered by the selection committee to judge applicant's academic performance.

Note that meeting the minimum GPA requirement does not guarantee a scholarship award.

Note that the KCSFE scholarship award does not have any restrictions to holding another scholarship(s), but receiving the KCSFE scholarship may restrict your future scholarship application(s) where they do not allow recipient to hold another scholarship. If you selected to receive another scholarship that cannot be held concurrently with another scholarship award, please inform KCSFE of your decision to accept or decline as soon as possible so that KCSFE can provide the scholarship to another applicant.

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## **REQUIRED DOCUMENTS FOR SCHOLARSHIP**

### **High School and University/College Students**

- **Academic Excellence**
  - ✓ A fully completed **Online Application**.
  - ✓ Official academic transcript.

- ✓ Reference letter(s) from an arm's-length, attesting to the applicant's academic excellence; and volunteerism/community leadership, extracurricular activities and work experiences, and its scope and impact.
  - ✓ Tuition receipt for the 2019/2020 academic year should be submitted to receive the scholarship (*Grade 12, and University/college students ONLY*).
- **Arts & Sports**
    - ✓ A fully completed **Online Application**.
    - ✓ Portfolio, slides or a short video (at least 3 minutes in length) showing the applicant's artistic or athletic ability.
    - ✓ (if applicable) Other supporting documents including newspaper or journal articles about the applicant's performance, copies of records of prizes from local, national, or international competition, etc.
    - ✓ Official academic transcript.
    - ✓ Reference letter(s) attesting to the applicant's artistic or athletic ability; and (if applicable) attesting to the applicant's academic excellence.
    - ✓ Tuition receipt for the 2019/2020 academic year should be submitted to receive the scholarship (*Grade 12, and University/college students ONLY*).
- **Volunteerism/Community Leadership**
    - ✓ A fully completed **Online Application**.
    - ✓ Official academic transcript.
    - ✓ Reference letter(s) attesting to the applicant's volunteerism/community leadership, extracurricular activities and work experiences, and its scope and impact; and (if applicable) academic excellence.
    - ✓ Tuition receipt for the 2019/2020 academic year should be submitted to receive the scholarship (*Grade 12, and University/college students ONLY*).
- **Bursary**
    - ✓ A fully completed **Online Application**.
    - ✓ Cover letter self-explaining the applicant's financial needs.
    - ✓ Official academic transcript.
    - ✓ A copy of the applicant's and /or parent(s)' Notice of Assessment for the most recent tax year.
    - ✓ Reference letter(s) from an arm's-length, attesting to the applicant's current financial circumstances.
    - ✓ Tuition receipt for the 2019/2020 academic year must be submitted to receive the scholarship (*Grade 12, and University/college students ONLY*).

### **Graduate Students**

- ✓ A fully completed **Online Application**.
- ✓ Official academic transcript.
- ✓ Essay (***Topic: What people, things, and accomplishments would you need along your journey to success?***).
- ✓ Resume.

- ✓ Reference letter(s) from supervisor(s), attesting to the applicant's academic excellence, and scope and impact of applicant's study.
  - ✓ Tuition receipt for the 2019/2020 academic year must be submitted to receive the scholarship.
  - ✓ (if applicable) Cover letter self-explaining the applicant's financial needs.
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## PREPARATION OF REQUIRED DOCUMENTS

### Application Forms

- **Offline application form [Template only]:**
  - ✓ KCSFE highly recommend to use this form to work on your application offline and to save your work in progress.
  - ✓ If applicable, applicant must follow the format shown as an example to answer the questions.
  - ✓ **Hard copy applications with filled offline application form will not be accepted.**
- **Online application form:**
  - ✓ KCSFE highly recommend not to start online application before applicants finish offline application form.
  - ✓ Applicants must copy their final responses from the offline application form they have worked and paste it into the **online Google Form** for final online submission.

### Official Academic Transcript

**Note that transcripts submitted using methods and/or forms other than those mentioned below will not be considered and application will be disqualified.**

- **High school students:**
  - ✓ Transcripts must be ordered from the Alberta Education Website at the [myPass.alberta.ca](https://public.education.alberta.ca/PAS/myPass/welcome) (<https://public.education.alberta.ca/PAS/myPass/welcome>).
  - ✓ They must then be sent on your behalf directly to the KCSFE. There is a \$10.00 non-refundable processing fee for each copy.
- **University/college and graduate Students:**
  - ✓ Transcripts must be sent, sealed in the academic institution's envelope, directly to the KCSFE.
  - ✓ There may be a processing fee depending on your academic institution.

### Reference Letter(s)

- **Please ask referee(s) to put "RE: (Name of applicant) scholarship application (Category) to the Korean Canadian Scholarship Foundation" and to use "he" or "she" instead of applicant's name in the body of reference letter.**
- Reference letter must include referee's contact information.
- Reference letter(s) must be sent directly from the referee(s) to our mailing address by the application deadline. Reference letter(s) postmarked after the deadline will not be accepted.

- Reference letter(s) may be sent by e-mail directly from the referee(s) to [kcsfe.scholarship@gmail.com](mailto:kcsfe.scholarship@gmail.com).

### Volunteering/Extracurricular Activities/Work Experiences

- One year beginning July 2018 will be the evaluation period.
- Volunteering/extracurricular activities/work experiences hours, applicants' role(s) that are not supported by reference letter(s) will not be considered for evaluation.

### Tuition Receipt(s)

- High school Grade 12 students who will be attending university/college from September 2019, and University/college/graduate students ONLY.
- Tuition receipt can be either attached to the online submission or submitted with scholarship acceptance form once the applicant receives notification that their application is successful.

### Cover Letter

- Bursary and Graduate (if applicable) ONLY.
- Please put NA if you are not applying for these categories.
- Please do not add applicant's name.
- 500-word limit
- Finish it at offline template word file before applicant starts online application.

### Resume

- Graduate ONLY.
- Please keep your resume concise.
- Please do not add applicant's name.
- (if applicable) please include listed publications, presentation, etc.
- Please combine with any other additional documents if applicable, and attach all of them as a single PDF or ZIP file.

### Notice of Assessment (NOA)

- Bursary ONLY.
- If applicants filed income tax for 2018, copy of applicant's NOA MUST be submitted along with parent(s)' NOA.
- Although applicant has not been financially supported by parent(s), copy of parent(s)' most recent year NOA MUST be submitted along with applicant's NOA.

### Essay

- Graduate ONLY.
- Please put NA if you are not applying for these categories.
- Topic: ***What people, things, and accomplishments would you need along your journey to success?***
- 500-word limit.
- Please do not add applicant's name.

- Finish it at offline template word file before applicant starts online application.

### File Attachment

- File such as a portfolio and additional document(s) for art/spots category, a copy of the applicant's and/or parent(s)' Notice of Assessment for the most recent tax year for bursary category, and tuition receipt(s) for Grade 12 (as of June 2019), university/college, graduate applicants must be attached as a single PDF or ZIP file.
- The maximum file size allowed for uploading is 100 MB
- File name format: AA\_BB\_FirstName\_LastName.PDF or ZIP,  
where AA is "Hi" if your academic institution as of June 2019 is "Senior High School,"  
"UC" if your academic institution as of June 2019 is "University/College," or  
"Gr" if your academic institution as of June 2019 is "Graduate."  
BB is one of acronyms ("Ac", "AS", "Vo", "Bu", or "Gr") indicating which category you are applying for.

### Interview:

- Bursary applicants may be asked for an interview if required.

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## WHAT TO EXPECT AFTER SUBMISSION?

- Applicants will see a confirmation message once the application is submitted.
- Approximately 4 to 6 weeks after the application deadline, all applicants will receive a confirmation e-mail indicating whether or not they have been selected as a scholarship recipient.
- Successful applicants will receive "2019 KCSFE Scholarship Acceptance Form" along with the confirmation e-mail, and this form MUST be completed and submitted to the KCSFE by indicated deadline to receive the scholarship.
- Successful High school Grade 12, university/college, graduate applicants MUST provide their tuition receipt(s) if it was not submitted at the time of application to receive the scholarship.
- A ceremony will take place and scholarship awardees MUST attend to the ceremony in order to received their scholarships.
- A list of scholarship awardees will be posted on our website, <http://ekocas.org>.
- For inquiries on your application status and for withdraw your application, please contact the KCSFE by e-mail at [kcsfe.scholarship@gmail.com](mailto:kcsfe.scholarship@gmail.com).