Toronto School of Theology
SSHRC and OGS APPLICATION GUIDE
2014-2015 Awards

General tips…

- Read the information carefully. Pay close attention to **eligibility** rules.
- Pay attention to how your application looks.
- When writing your **OGS plan of study** or **statement of interest** and/or your **SSHRC program of work**, remember that the applications are reviewed and adjudicated by multidisciplinary committees. You must be able to convey your message to a general audience, not just people in your specific field. Test it out on friends, family, and fellow students and ask for feedback.
- Pay attention to spelling, grammar, and style. Be clear and concise. Proofread.
- Pay close attention to the OGS and SSHRC **guidelines** on what is expected in your plan or program. Read the websites – there are tips and hints for writing applications.
- Be sure to comply to font and margin specifications, as well as length limits.
- Your **references** are very important. Spend time with your referees and show them your plan of study or program of work. Ask for feedback. Provide them with the proper forms and the guidelines on what is required. Forms and guidelines are available on the websites. Be clear about deadlines and follow up!
- Neither SSHRC nor OGS will consider your application if it is incomplete.

SSHRC – *MA and ThD/PhD students only*

DEADLINES – submit to the TST AD office by:

ThD/PhD	**October 21, 2013**
MA	**December 1, 2013** (postmarked)
	November 29, 2013 *if delivered in person*

TST will not accept late or incomplete applications.

Web-based application forms and information at www.sshrc.ca. Go to Funding, then choose Talent Program, then go to Doctoral Students, SSHRC Doctoral Fellowships. Click on Application and Instructions. Also see How to apply:
http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/index-eng.aspx

Eligibility:
- MA and ThD/PhD students are eligible for SSHRC.
- International/Visa students are not eligible for SSHRC.

SSHRC Notes continued:
- Prepare your application(s) online, but submit a printed version to the AD office along with any supporting documentation. VERIFY your application before printing. "Please verify" should not appear on your copy.
- **Original transcripts** must be requested from the issuing institution a **minimum of 2 weeks in advance** and sent by the institution directly to the TST AD Office. Request transcripts from **all** previous academic institutions, including from your current TST College. For international studies, you may request a certified copy of the original from your TST College Registrar.
- SSHRC **Letters of Appraisal** should be sent by your referees directly to the TST AD office, using the electronic, fillable pdf forms on SSHRC's website (use the forms link on the left hand side). *Send the link to your referee.*
- The Departmental Appraisals will be made by the Advanced Degree Director of TST after the Ranking Committee has met – do not include with your submission.

OGS – *ThM and ThD students only*

DEADLINES – submit online by:

Domestic ThD and ThM	**March 3, 2014**
International/Visa ThD and ThM	**March 3, 2014**

The application form will be available on the U of T SGS website in mid-October, 2013

OGS Eligibility:
- F/T students in ThM and ThD programs with at least an A- average are eligible for OGS.
- Domestic and International/Visa students are eligible for OGS.

OGS Notes:
- All TST students must choose the following when initiating the application:
  - Faculty – *Theology, Toronto School of*
  - Department – *Theology, Toronto School of*
  - Program – *Theology, conjoint program in*
- All material, including the reference letters, is submitted **online**. No paper forms.
- The **Plan of study** (approx. 500 words) is submitted online.
- The **Academic background** is submitted online. Paper/hard copies of transcripts are not required. Each student is responsible for uploading copies of their transcripts or academic history online. Transcripts should be combined into 1 file for upload as multiple files may cause delays.
- **Academic references** are submitted online by the referee/faculty member. After you've input their name and contact information, an email is sent to the faculty member with a link to their online reference letter submission page.