



Merit scholarship program for foreign students (PBEEE)

Instructions for completing an application

The following steps are used in nominating candidates.

VERIFYING YOUR ELIGIBILITY

First of all, read the rules to make sure you are eligible to the program. Pay special attention to the requirements as: citizenship status, residence and the eligibility period. If you are eligible, move on to the next step.

PRESELECTION BY A QUEBEC EDUCATIONAL INSTITUTION OR CCTT

Only candidates preselected by a Quebec university or by the College Centres for the Transfer of Technologies (CCTT) can apply.

BEFORE COMPLETING THE E-FORM

Before completing the e-form (dynamic), first print the PDF (static) version to view the required information.

Refer to the list of documents required for submitting applications.

You can copy and paste your answers into the space reserved for each section on the e-form.

- Make sure that you do not exceed the prescribed number of lines or characters because otherwise your text will be cut out. Single space your text and use the following font and font size: Courier New, 12 points. Narrow fonts are not accepted.
- Make sure that the entire text that you wish to send appears on the print copy of the form.
- If your text contains scientific formulas or symbols, you will not be able to copy and paste. In such a case, enclose with your file a complete print copy of your project on the recto side of an 8 ½ by 11 sheet. Do not exceed the amount of space given. This attachment will be added to your e-form. When applicable, indicate the mention See enclosed document on the form.

Now you are ready to complete the e-form. Check to see whether your computer meets the technical requirements for maximum compatibility with our website.

TECHNICAL REQUIREMENTS

Given the vast array of computers, operating systems and software used by our clientele, we cannot guarantee perfect user-friendliness. However, using the most recent interfaces will help.

See the document entitled [Pour une utilisation optimale et sécuritaire de cette application](#) for information about :

- the best browsers to use;
- how to clear the cache of a public-access computer;
- the hours when the computer systems can be accessed.

Navigation and data entry: In moving from one section to another, avoid using the Back, Forward, or Reload buttons because you may lose some of the data entered. Instead, use the keys to the left or below of the different sections.

HOW TO COMPLETE AND SEND THE E-FORM

Follow the given sequential order because pre-eligibility is integrated with the electronic system, which will save you trouble of completing the form if your application is not eligible. Should this be the case, a message informing you of the reason for your ineligibility will appear.

All files are reviewed by the eligibility committee in the weeks following the competition deadline. The acknowledgement of receipt and notice of acceptance or refusal are emailed to candidates in December 2016.

Print your form even if we do not require the print copy because you will need it:

- for your personal files
- to check whether your full text appears on the form and was not cut out because there were too many characters
- to give a copy to your referee and/or your supervisor
- for the list of required supporting documents.

To email us your file, click on **YOUR FILE** and then click on the **SEND** link. Note that you have until the deadline to access your form and make any modification to it, even if you have already sent it.

IMPORTANT: If you re-open your form after having sent it, save any modification and send it again, even if there were no modification made.

To make sure that your form has reached its destination, click on **VOTRE DOSSIER**. If the file was received, the date of transmission will appear there.

OTHER TIPS

- **Contact the persons who will write the two reference letters and the letter of acceptance (postdoctoral program and short-term research or professional development program) as soon as possible to minimize the risk of your file being incomplete when the deadline for the competition arrives and to give them enough time to produce a document that is relevant.**

Do you have any questions? Write to: pbeee@frq.gouv.qc.ca

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