INSTRUCTIONS FOR COMPLETING AN APPLICATION

VERIFYING YOUR ELIGIBILITY

- First read the rules to make sure you are eligible for the program. Pay special attention to requirements as to citizenship status, residence and the eligibility period for the program (for doctoral scholarships and postdoctoral fellowships). If you are eligible, move on to the next step.

BEFORE COMPLETING THE E-FORM

- Before completing the e-form (dynamic), first print the PDF (static) version to view the required information.
- [To obtain a personal identification number (PIN) use the link to access to electronic forms.](#)
- Refer to the list of documents required for submitting applications.

    Use a word processor to complete the sections on the progress of your work, experience, achievements or project. You can then copy and paste your answers into the space reserved for each section on the e-form.

    o Make sure that you do not exceed the prescribed number of lines or characters because otherwise your text will be cut. Single space your text and use the following font and font size: Courrier 10 points. Narrow fonts are not accepted.

    o Make sure that the entire text that you wish to send appears on the print copy of the form.

    o If your text contains scientific formulas or symbols, you will not be able to copy and paste. In this case only, enclose with your file a complete print copy of your project on the recto side of an 8 ½ by 11 sheet (A4). Do not exceed the amount of space given. This attachment will be added to your e-form. Where 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 web site.

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.

To ensure the security of all electronic operations for preparing and submitting your application, see the document entitled [For optimal and secure use of this application](#) for information about:

- o the best browser to use

- o how to empty the cache memory of a public computer

- o 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 the different sections. Note that maintenance work is carried out between midnight and 1 a.m. (Coordinated Universal Time UTC-5/Eastern Standard Time) every day.

HOW TO COMPLETE AND SEND THE E-FORM

- Follow the sequential order because pre-eligibility is integrated with the electronic system, which will save you the trouble of completing the form if your application is not admissible.

- 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 e-mailed to candidates. The acknowledgement of receipt is sent to candidates in December.

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

  - o for your personal files
  - o to check whether your full text appears on the form and was not cut because there were too many characters
  - o to give a copy to your referee and/or your supervisor

- Required documents must be scanned and saved in two PDF files in the application form.

- To e-mail us your file, click on YOUR FILE and then on the « TRANSMETTRE » link. Note that you have until the deadline to access the form and make any changes to it, even if you have already sent it.

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

OTHER TIPS (When letters of reference are required)

Contact the persons who will be writing the two letters of reference and the letter of acceptance as soon as possible so as to minimize the risk of your file being incomplete when the deadline for the competition.

Remind them that their letters must be sent before the deadline for the competition.