



## Work Learn International Undergraduate Research Awards 2021 - 2022 Information for Student Applicants

December 2020

### **Step 1: Check your eligibility**

**ACTION:** Review the UBC Work Learn International Undergraduate Research Awards [webpage](#) for:

- [Award eligibility requirements](#) and documents you'll need to hold the award;
- [Links](#) to Faculty/School/Department for further award criteria
- Call for Research Project Proposals will open on January 4, 2021.

Optional: You may reach out to faculty members to develop a research project together (see *Step 2*).

January 2021

### **Step 2: Faculty member submits research project proposal**

The faculty member must submit the research project proposal on [UBC CareersOnline](#) by February 17, 2021. You may choose to work with a faculty member to complete the online project proposal form.

[Faculty members will receive a decision on their research project proposal \(s\) by March 5, 2021.](#)

March 2021

### **Step 3: Apply for positions**

**ACTION:** You can apply for the Work Learn International Undergraduate Research Award positions via [UBC CareersOnline](#). Positions are advertised from March 8 - 28, 2021.

The faculty member may request a cover letter, a resume, and further information, e.g. transcripts and additional forms, as part of the application process.

You can apply for as many positions as you like. The Centre for Student Involvement and Careers offers [workshops](#) and [online resources](#) to enhance your application(s).

April 2021

### **Step 4: Prepare for a possible interview**

**ACTION:** The faculty member(s) will contact you directly to schedule an interview(s).

### **Step 5: Accept an offer**

Your faculty supervisor will submit an appointment form to ensure you are paid for the position.

**ACTION:** Please give your faculty supervisor all applicable documentation to set-up your payroll in a timely manner i.e. Social Identification Number (SIN), Study Permit, and Direct Deposit information.

Please contact [International Student Advising](#) regarding any study/work permits to legally work in Canada.

May 2021

### **Step 6: Begin your research award**

**ACTION:** Begin your research award as per the agreed upon start date (contact your faculty supervisor).

If you have any questions about the Work Learn International Undergraduate Research Awards application process, please contact Workplace Learning staff, Centre for Student Involvement and Careers at [worklearn.iura@ubc.ca](mailto:worklearn.iura@ubc.ca).