



Work Learn International Undergraduate Research Awards 2020 - 2021 Information for Student Applicants

November 2019

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 November 18, 2019.

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

January 2020

Step 2: Faculty supervisor submits research project proposal

The faculty member must submit the research project proposal on [UBC CareersOnline](#) by January 19, 2020. 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 6, 2020.](#)

March 2020

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 9 - 23, 2020.

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 2020

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 2020

Step 6: Begin your research award

ACTION: Begin your research award as per the agreed upon start date (consult you 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.