Korean Canadian Scholarship
Foundation of Edmonton 에드먼턴 한인장학재단
• since 1986 •

PO Box 88033 Rabbit Hill Post Office
Edmonton, AB T6R 0M5

2020 KCSFE SCHOLARSHIP APPLICATION GUIDELINES

The Korean Canadian Scholarship Foundation of Edmonton (KCSFE) provides scholarships to foster the education and the growth of future leaders of Alberta communities. KCSFE scholarships are not limited to the Korean Canadian students, but open to all high school and post-secondary students in Northern Alberta.

IMPORTANT CHANGES FOR 2020 APPLICATION

➢ **Volunteerism/community leadership activities:**
  o This year, volunteering and leadership activities will be mainly considered for evaluation. This means, extracurricular activities other than those showing outstanding achievement supported by newspaper/journal articles about your extracurricular activities or performance, records of prizes from competitions, etc. will not be considered. For example, participation in sports, school band activities, internships, or work experience will not be evaluated.
  o The evaluation period is only one year following September 2019.
  o Volunteer experiences need to be supported by referee(s). If a referee's contact information (referee's name, referee's organization email address, referee's phone number) cannot be provided, a self-explanatory volunteer experience essay must be submitted for each activity for consideration. Attach any volunteer related documents, such as volunteer certificates, if you have them. *Otherwise they will not be considered for evaluation*.
➢ **Reference Letter(s):** KCSFE will directly contact referee(s). The referee(s) must complete and submit their reference letter(s) online according to the instructions that will be emailed to them by KCSFE. Reference letter(s) submitted after the deadline will not be accepted.

DEADLINE FOR 2020 APPLICATION

The deadline for the 2020 KCSFE scholarship application is **TUESDAY, SEPTEMBER 15, 2020 AT 11:59 P.M. (MT)**. Applicants must submit their fully completed application **ONLINE** by the deadline. Late or incomplete applications will not be accepted.

NOTE: A Google account (i.e. Gmail) is required for some of the features of the online application form. University of Alberta students may use their institutional (@ualberta.ca) Google accounts. If you need more information and help in completing the application form, please contact KCSFE (kcsfe.scholarship@gmail.com) for assistance.

SCHOLARSHIP ELIGIBILITY

Applicants must:
- Be a Canadian citizen, a permanent resident, or an international student;
- Be enrolled as a full-time student at a senior high school (grades 10-12), university/college (undergraduate) or graduate school (master's or doctoral degree program);
- Reside (or have parents who reside) in Edmonton or the surrounding area (Red Deer and above area of Alberta);
- Meet the minimum GPA requirement (for Academic Excellence Category Application only); AND
- Have fewer than two scholarships awarded during high school (as a high school student) or during university/college (as a university/college student), or no previous scholarship award during graduate school (as a graduate student).

Minimum GPA
o   Academic excellence category:
  -   High school students - A minimum GPA of 75% for their most recently completed school year.
  -   University/College students - A minimum GPA of 3.0 (or B) for their most recently completed academic year.
o   Other categories:
  -   No minimum GPA is required but applicant's GPA will be considered by the selection committee to judge applicant's academic performance.

Note that meeting the minimum GPA requirement does not guarantee a scholarship award.

Note that the KCSFE scholarship award does not have any restrictions for holding other scholarship(s), but receiving the KCSFE scholarship may restrict your future scholarship application(s) where they do not allow the recipient to hold multiple scholarships. If you choose to receive another scholarship that cannot be held concurrently with any other scholarship awards, please inform KCSFE of your decision as soon as possible so that KCSFE can provide the scholarship to another applicant.

EQUITY, DIVERSITY, and INCLUSION (EDI)

The KCSFE promotes diversity and equality for all those in the Korean-Canadian community as well as all of those in the wider community as well, and is designed to be inclusive of all who wish to apply regardless of background, ethnicity, religion, faith, culture or gender or sexual orientation. This mindset builds a stronger and healthier environment that benefits everyone. The KCSFE believes in, and advocates for, EDI for everyone and this will be taken in consideration during the evaluation process for all applicants based on the individual merits of their applications.

REQUIRED DOCUMENTS FOR SCHOLARSHIP

High School and University/College Students

o **Academic Excellence**
  - ✔ A fully completed Online Application.
  - ✔ Official academic transcript.
  - ✔ Contact information (name, organization/institution email address, phone number) of referee(s) from an arm's-length, who can attest to the applicant's academic excellence; and that for volunteer activities. Referee(s) will be directly contacted by the KCSFE.
  - ✔ Tuition receipt for the 2020/2021 academic year should be submitted to receive the scholarship (Grade 12, and University/college students ONLY).

o **Arts & Sports**
  - ✔ A fully completed Online Application.
  - ✔ Portfolio, slides or a short video (at least 10 minutes in length) showing the applicant's artistic or athletic ability
  - ✔ Detailed information of their work/exhibition shown in the Portfolio, slides or a short video (Music/Art)
  - ✔ (if applicable) Other supporting documents including newspaper or journal articles about the applicant's performance, copies of records of prizes from local, national, or international competition, etc.
  - ✔ Official academic transcript.
  - ✔ Referee(s)' contact information (name, organization/institution email address, phone number) who can attest to the applicant's artistic or athletic ability; and (if applicable) can attest to the applicant's academic excellence; Referee(s) will be directly contacted by KCSFE.
  - ✔ Tuition receipt for the 2020/2021 academic year must be submitted to receive the scholarship (Grade 12, and University/college students ONLY).

o **Volunteerism/Community Leadership**
  - ✔ A fully completed Online Application.
  - ✔ Official academic transcript.
  - ✔ Referee(s)' contact information (name, organization/institution email address, phone number) who can evaluate the applicant's volunteer activities; and (if applicable) academic excellence; Referee(s) will be directly contacted by KCSFE.
  - ✔ Tuition receipt for the 2020/2021 academic year must be submitted to receive the scholarship (Grade 12, and University/college students ONLY).

o **Bursary**
  - ✔ A fully completed Online Application.

✔ Cover letter self-explaining the applicant's financial needs.
✔ Official academic transcript.
✔ A copy of the applicant's and /or parent(s)' Notice of Assessment for the most recent tax year.
✔ Referee(s)' contact information (name, organization/institution email address, phone number) who from an arm's-length, can attest to the applicant's current financial circumstances; Referee(s) will be directly contacted by KCSFE.
✔ Tuition receipt for the 2020/2021 academic year must be submitted to receive the scholarship (Grade 12, and University/college students ONLY).

Graduate Students
✔ A fully completed Online Application.
✔ Official academic transcript.
✔ Essay (Topic: Explain a family, social or school situation, in which your leadership made a difference. What was accomplished and why is such leadership important?).
✔ Resume.
✔ Contact information (name, organization/institution email address, phone number) of referee(s) from supervisor(s), who can attest to the applicant's academic excellence, and scope and impact of applicant's study; Referee(s) will be directly contacted by KCSFE.
✔ Tuition receipt for the 2020/2021 academic year must be submitted to receive the scholarship.
✔ (if applicable) Cover letter self-explaining the applicant's financial needs.

PREPARATION OF REQUIRED DOCUMENTS

Application Forms
o **Offline application form [Template only]:**
   ✔ KCSFE highly recommends using this form to work on your application offline and to save your work in progress.
   ✔ Applicants must follow answer formats shown in examples to correctly answer the questions.
   ✔ Hard copy applications will not be accepted.

o **Online application form:**
   ✔ **KCSFE highly recommends finishing the offline application form prior to starting the online application.**
   ✔ Applicants must copy and paste their responses from the completed offline application form into the **online Google Form** for the final online submission.

Official Academic Transcript
Note that transcripts submitted using methods other than those mentioned below will not be evaluated and application will be disqualified.

- **High school students:**
  - ✔ Transcripts must be ordered from the Alberta Education Website at the **myPass.alberta.ca** (https://public.education.alberta.ca/PASI/myPass/welcome).
  - ✔ They must then be sent on your behalf directly to the KCSFE. There is a $10.00 non-refundable processing fee for each copy.
  - ✔ Processing of the high school transcript may take over a month, especially for first-time applicants.

- **University/college and graduate Students:**
  - ✔ Transcripts must be sent, sealed in the academic institution's envelope, **directly** to the KCSFE.
  - ✔ There may be a processing fee depending on your academic institution.

Referee(s)' Contact Information

- Referee(s)' contact information (name, organization/institution email address, phone number) must be submitted. KCSFE will contact referee(s) directly and will email them the instructions for submitting their reference letter(s) online.
- Reference letter(s) submitted after the deadline or through other methods will not be accepted.

Volunteer Experiences

- The period of one year starting from September 2019 will be evaluated.
- Volunteer experiences must be supported by reference letter(s) for evaluation. If a referee(s)' contact information (name, organization email address, phone number) cannot be provided, a self-explanatory volunteer experience essay must be submitted for each activity for consideration. Attach any volunteer related documents, such as volunteer certificates, if you have them. In your essay, please include the information on the organization you volunteered for, and describe your roles and what you accomplished and learned. Also, feel free to include any stories and experiences you want to share. However, the KCSFE scholarship committee strongly recommends providing the referee(s)' contact information.

Tuition Receipt(s)

- High school grade 12 students who will be attending a university/college in September 2020, and University/college/graduate students ONLY.
- Tuition receipt can be either attached to the online submission or submitted with a scholarship acceptance form once the applicant receives notification that their application is successful.

Cover Letter

- Bursary and Graduate (if applicable) ONLY.
- Put "NA" if you are not applying for these categories.
- Do not add the applicant's name.

- o 500-word limit.
- o Finish it in an offline template word file before starting an online application.

Resume
- o Graduate ONLY.
- o Keep resume concise.
- o Do not add the applicant's name.
- o (If applicable) include publications, presentations, etc.
- o Combine any other additional documents if applicable, and attach all of them as a single PDF or ZIP file.

Notice of Assessment (NOA)
- o Bursary ONLY.
- o A copy of the applicant's NOA MUST be submitted along with a copy of their parent(s)' NOA for the most recent tax year. Regardless of whether or not the applicant has received financial support from their parent(s), both copies of the NOA for the applicant AND their parent(s) MUST be submitted.

Essay
- o Graduate ONLY.
- o Put "NA" if you are not applying for Graduate categories.
- o Topic: ***Explain a family, social, or school situation, in which your leadership made a difference. What was accomplished and why is such leadership important?***
- o 500-word limit.
- o Please do not add the applicant's name.
- o Finish it in an offline template word file before starting an online application.

File Attachment
- o Files such as a self-explanatory volunteer experience essay for volunteer activities, portfolio and additional documentation(s) for the art/spots category, a copy of the applicant's and/or parent(s)' NOA for the most recent tax year for the bursary category, and tuition receipt(s) for Grade 12 (as of 2019/2020 academic year), university/college, graduate applicants must be attached as a single PDF or ZIP file.
- o The maximum file size allowed for uploading is 100 MB
- o The format of the file name shall be: AA_BB_FirstName_LastName.PDF or ZIP,
    where AA is "Hi" if your academic institution for the 2019/2020 academic year was "Senior High School,"
    "UC" if your academic institution for the 2019/2020 academic year was "University/College," or
    "Gr" if your academic institution for the 2019/2020 academic year was "Graduate."
    BB is one of acronyms ("Ac", "AS", "Vo", "Bu", or "Gr") indicating which scholarship category you are applying for.

Interview:
- o Bursary applicants may be asked for an interview if required.

WHAT TO EXPECT AFTER SUBMISSION?

➢ Applicants will see a confirmation message once the application is submitted.

➢ Referee(s) will be contacted using the provided contact information.

➢ Approximately 4 to 6 weeks after the application deadline, all applicants will receive a confirmation email indicating whether or not they have been selected as a scholarship recipient.

➢ Successful applicants will receive the "2020 KCSFE Scholarship Acceptance Form" along with the confirmation email, and this form MUST be completed and submitted to the KCSFE by the indicated deadline to receive the scholarship.

➢ Successful high school Grade 12, university/college, or graduate applicants MUST provide their tuition receipt(s) if they were not submitted at the time of application.

➢ A ceremony (either in-person or virtual) will take place and scholarship awardees MUST attend the ceremony in order to receive their scholarships.

➢ A list of scholarship awardees will be posted on our website: http://ekocas.org.

➢ For inquiries on your application status or withdrawal of your application, please contact KCSFE via email at kcsfe.scholarship@gmail.com.

FREQUENTLY ASKED QUESTIONS (FAQ)

Question 1: Where do my academic organization send my transcript? I doubt whether it will be delivered before the deadline.

Answer: As clearly mentioned in the KCSFE scholarship application guidelines, your official transcript must be mailed by your academic organization directly to the KCSFE mailing address as shown below. Please note that if your transcript is mailed by yourself or is not mailed by the deadline, then it will not be transferred to the evaluation committee and your application will be disqualified. Please make arrangements to have it sent as early as possible as processing may take over a month, especially for first-time high school applicants. The mailing address is:

The Korean Canadian Scholarship Foundation of Edmonton
PO Box 88033 Rabbit Hill Post Office
Edmonton, AB T6R 0M5

Question 2: I graduated from a high school in another province. How can I arrange a transcript to be mailed to KCSFE?

Answer: Please make arrangement for your high school transcript to be mailed on your behalf directly to the KCSFE mailing address via your provincial education website. For example, if it is British Columbia, then please see the link: https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates.

Question 3: I have a fair amount of volunteering activities that are not supported by referees unfortunately. Is there any other way to include them in my application?

Answer: When referee(s)' contact information (name, organization email address, phone number) cannot be provided, a self-explanatory volunteer experience essay can be submitted for each activity for consideration. Attach volunteer related documents, such as volunteer certificates, if you have them. In your essay, please include the information on the organization you volunteered for, and describe your roles and what you accomplished and learned. Also, feel free to include any stories and experiences you want to share. However, the KCSFE scholarship committee strongly recommends providing the referee(s)' contact information.

Question 4: Could KCSFE confirm whether or not my academic transcript and reference letters were successfully received?

Answer: Because of a large number of incoming applications, we would not be able to individually confirm a receipt of each document. Your referees will receive a confirmation email when a reference letter is submitted. Regarding your transcript, it should reach us on time if you arranged it promptly.

Question 5: I submitted my application through Google online form, and I noticed that there was a mistake. How can I change or update my submitted application?

Answer: Unfortunately, changes cannot be made once the application has been submitted. The only way we can help you is by deleting your submitted application so that you can re-submit the updated one. Please let us know ASAP if you would like to withdraw your submitted application. Please note that applications with incorrect information or duplication will be disqualified.

Question 6: Can you explain the selection process for scholarship recipients?

Answer: Every year, a scholarship selection committee is organized within KCSFE to review scholarship applications. The committee is normally composed of 5 – 7 volunteering directors from KCSFE and at least one external reviewer. Having an external reviewer(s) in the selection committee ensures that the selection process is fair to all applicants. All applications are received by the president, who first deletes all personal identifying information and then passes on the sanitized documents to the selection committee. The selection committee members then review

the applications based solely on their submitted merits to eliminate any potential bias. This is similar to a blind test which ensures that the review process is fair and equal to all applicants. The evaluation results from each reviewer are collected, combined, and then ranked. The selection of the scholarship recipients is made after the final adjustment meeting.

Question 7: Can I claim extracurricular activities for volunteering?

Answer: This year, volunteering and leadership activities will be mainly considered for evaluation. This means, extracurricular activities other than those showing outstanding achievement supported by newspaper/journal articles about your extracurricular activities or performance, records of prizes from competitions, etc. will not be considered. For example, participation in sports, school band activities, internships, or work experience will not be evaluated. Please note that all volunteering and leadership activities should be supported by reference letters. It is your responsibility to remind your referees of the reference letter submission deadline; reference letters submitted after the application deadline will not be accepted.

Question 8: How can I start volunteering activities?

Answer: Though seemingly daunting, looking for volunteer opportunities is easier than you think. A simple internet search would provide a myriad of ways to become involved in volunteer activities in your local community or even for international efforts. Places like hospitals and care homes in your community may provide numerous volunteer opportunities. You can also check museums, art galleries, recreation centres, and charity organizations (e.g. Food Banks, Hope Mission, The Mustard Seed, Big Brothers Big Sisters, etc.) for openings depending on where your passion lies. Most of such facilities and organizations have volunteer coordinators, who can support and guide your initiatives. We recommend that you start looking for these opportunities, if you have not already done so, for not only the scholarship application but also the promotion of personal growth and community involvement.