

SEED Supporting Documents – For Coordinator

All of the following documents must be in English.

Please ensure that you read the following information carefully in assisting your student/candidate to compile all required documents for you to complete the nomination process. Each document must be smaller than 5 MB for the application to upload successfully. Please save and upload each document separately!

- **Completed SEED 2024/2025 Application Form in Word format only**
- **Proof of citizenship:**
 - a copy of the candidate's passport (highly recommended for submission) or national identity card with a photo and valid dates
 - documents not accepted as proof of citizenship are: driver's license, permanent residence card, work permit, student card, health card, birth certificate or baptismal certificate
 - proof of citizenship selected must be from the same country/territory as the citizenship selected in the online application form
- **Letter of proof of full-time enrolment from the home institution**
 - on official letterhead
 - dated within the last six months
 - confirming that the candidate is currently enrolled in a full-time program
 - The type of program and the level of study of the candidate at the home institution;
 - The full-time enrolment status at the home institution; and
 - The anticipated completion date of the degree at the home institution.
 - *Note: copies of transcripts, a student card or a letter of admission are not acceptable. The letter must clearly state:*
- **Letter of intent from the candidate (maximum one page)**
 - Explains the nature of studies or research to be undertaken
 - Provides rationale for study in Canada and for the choice of institution, program and supervisor and how the proposed program of study or research will relate to their future career
 - Explains how undertaking study or research in Canada will empower the student to apply their learning to address the 2030 Agenda for Sustainable Development
 - Explains how they intend to use their learning to help combat poverty and narrow the development gap in the ASEAN region in their future career
 - Identifies the Sustainable Development Goal (SDG) their proposed study or research in Canada is aligned with and will contribute to
 - Candidates from Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Thailand or Vietnam must provide an explanation of how their learning in Canada will help to combat poverty in their home country
 - Candidates from Brunei or Singapore must provide an explanation of how their learning in Canada will help combat poverty in one of the other eight ASEAN countries

- **Letter of support from the home institution (maximum one page)**
 - on official letterhead
 - dated within the last six months
 - from the candidate's instructor, professor or international director
 - explains the nature of study or research to be undertaken in Canada and how the candidate and the home institution will benefit from this scholarship program

Key factors for a successful support letter:

 1. Personalized letters will increase the candidate's chances to receive the scholarships (Move away from a template).
 2. How would the scholarship impact the candidate's future study and goals?
 3. What are the benefits to your institution by sending the students to Canada?

- **Letter of invitation from the Canadian supervisor (maximum one page: undergraduate / graduate candidates for research stay)**
 - on official letterhead
 - dated within the last six months
 - signed by the Canadian supervisor
 - describes the nature and scope of the research collaboration with the student's home institution
 - confirms their willingness to support and mentor the candidate during the exchange period
 - explains how the Canadian institution, supervisor and peers will benefit from the exchange

- **Academic Study (Undergraduate) Applications ONLY**
 - **A list of 3-4 Lakehead University courses the applicant is interested in taking:** Students can reference our academic calendar from our current 2023/2024 academic year when looking for courses to take. The courses for the 2024/2025 academic year will not be available until approximately June 2024. However, most courses will still be available, and it will give them an idea of what is available to them for study. [HERE is the link](#) to our academic calendar. The student will need to choose the program they are interested in (example: Business), and then it will list the courses available. Please note that these courses can be changed. *NOTE - Students are not eligible to take courses in the following departments: Nursing, Social Work, Education, Law and Medicine*

- **Student's transcript (in English)**

- **Attached Privacy Notice Statement:** a copy of the [Privacy Notice Statement for non-Canadian participants](#) signed by the candidate and dated within the last six months (this document is also attached to this email).