



VANCOUVER KOREAN-CANADIAN SCHOLARSHIP FOUNDATION

2018 SCHOLARSHIP APPLICATION INSTRUCTIONS AND CHECKLIST

To be submitted by you, as attachments to a single email, to vkcsfinfo@gmail.com:



Check If Completed (or leave unchecked if Inapplicable)



1. Checklist:

- Please complete this Checklist and include a copy in your application package.
- All boxes must be checked (if the application material is included) or crossed out (if inapplicable).



2. Application Form:

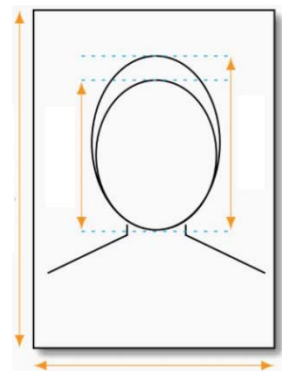
- Please download the current application form from the VKCSF website at <http://vkcsf.org/application.php>.
- Please ensure that you have filled out all sections, including:

- (A) General Information
- (B) School Information
- (C) Reference Letter Information
- (D) Personal Essay
- (E) Financial Need Essay (**IF APPLICABLE**)
- (F) Personal Confirmation



3. Passport Style Photo:

- Please provide an electronic copy of a passport-styled photo of yourself in **JPEG format**.
- Please include your full legal name in the file name.
- Please ensure that your face is centered and takes up approximately 50% of the height of the photograph (refer to the example to the right).
- The photograph should be in high resolution, with a minimum file size of 1 MB.
- Photos of scholarship recipients will be published in the awards ceremony program booklet and on VKCSF's website.





Check If Completed (or leave unchecked if Inapplicable)



4. Resume:

- Please provide your resume in **PDF or WORD format**.
- Your resume should highlight your education, work experience, extracurricular involvement, awards, and other notable achievements.



5. Copy(ies) of Your Academic Transcript(s):

- We require your academic transcripts as follows:
 - For applicants who will be entering their first year of post-secondary education in September 2018, we require academic transcript(s) from all of your secondary school years.
 - For applicants who will be entering their second or subsequent years of post-secondary education in September 2018, we require academic transcript(s) from all of your post-secondary school years that will be completed by April 2018.
- Please provide scanned copies of all of the above-required academic transcripts in **PDF or JPEG format**.
- Copies of transcripts may be of unofficial transcripts.
- For applicants who are completing their grade 12 education in June 2018:
 - You may be able to download a copy from the Ministry of Education's website at <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>.
 - Please note, if you are graduating from grade 12 in June 2018 and you do not have a BCeID, please apply for one immediately as it can take time to process. A BCeID is required to access the Ministry of Education's online transcript services.
- Please note, sealed official academic transcripts are also required (see checklist item 8 below).



6. Copy of your School Acceptance Letter (IF APPLICABLE):

- For applicants who will be entering their first year of post-secondary education in September 2018, please provide a scanned copy of your school acceptance letter for the academic year of September 2018 to April 2019.



7. Copies of Notice of Assessments (IF APPLICABLE):

- All students who are applying under financial need must provide a scanned copy of their 2017 Notice of Assessment (NOA) from Revenue Canada in **PDF or JPEG format**. If you do not have a 2017 NOA because you were not required to file an income tax return for 2017, then you do not need to include your 2017 NOA.
- If you are financially dependent on your parents (e.g., if they assist you with your education expenses, or if you live in their home), then you must provide scanned copy(ies) of your parent(s)' 2017 NOA(s). If you are not financially dependent on your parents, then you do not need to include their 2017 NOA(s).
- Please ensure that you and your parents have filed your 2017 income tax returns in time to be able to provide us with the required 2017 NOAs with your scholarship application package.

To be arranged by you, to be sent directly to us as set out below:



Check If Completed (or leave unchecked if Inapplicable)



8. Sealed Official Academic Transcript(s):

- We require sealed official academic transcript(s) of all transcripts as set out under checklist number 5 above.
- Please make arrangements to have the sealed official academic transcript(s) mailed directly to:

VKCSF
c/o Oh Pharmacy
#100 - 504 Cottonwood Avenue
Coquitlam, B.C. V3J 2R5

- Please make arrangements well in advance to ensure that your transcripts will arrive by the application deadline.
- Transcripts will not be accepted after the application deadline. An exception will only be made for applicants who will be entering their first year of post-secondary education in September 2018 due to the possibility of delay by the Ministry of Education. In such a case, sealed official academic transcript(s) will be accepted after the application deadline, provided that you have provided us with all other parts of your application package by the deadline, including a copy of the unofficial transcript.



9. Academic Reference Letter:

- We require one academic reference letter in **PDF or WORD format**, to be submitted directly by the referee via email to vkcsfinfo@gmail.com.
- The reference letter must be prepared and dated in 2018.
- Please make arrangements well in advance to ensure that your teacher or professor has enough time to prepare and send your reference letter to us by the application deadline.
- Late reference letters will not be accepted.

**WE MUST RECEIVE YOUR ENTIRE APPLICATION PACKAGE BY
JUNE 15, 2018 AT 11:59PM**