

**Faculty of Graduate Studies and Research – Scholarship Services**  
Killam Centre for Advanced Studies  
2-29 Triffo Hall, University of Alberta  
Edmonton, Alberta, Canada T6G 2E1

Tel: 780.492.9460  
Fax: 780.492.0692  
grad.awards@ualberta.ca  
gradstudies.ualberta.ca

Date: Tuesday, December 18, 2018

To: Department Chairs, Graduate Coordinators, Graduate Program Administrators

From: Awards Services, Faculty of Graduate Studies and Research

Re: **2019 Izaak Walton Killam Memorial Scholarship Competition**

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The Faculty of Graduate Studies & Research is now accepting nominations for the Izaak Walton Killam Memorial Scholarship Competition. The updated application form, applicant instructions, and reference letter template are available on the FGSR website, in the Forms Cabinet: <http://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet>.

#### **Eligibility**

Information regarding eligibility criteria can be found in the Applicant Instructions document. Please note that the GPA is calculated over the current graduate program graded course work.

#### **Application Process**

Students must submit the completed Application Form, two letters of reference, and copies of transcripts to their department for internal adjudication.

#### **Deadline and Submission Instructions**

The deadline for departments to submit applications to FGSR is **Friday, February 15, 2019 at 4:00 pm**. Departments should set an earlier internal deadline to receive applications from students and conduct internal adjudication and review of applications for completeness and eligibility. Departments are requested to submit a maximum of **10 Killam nominations**. FGSR requests that departments consider the workload of the adjudicators and nominate only those students who have a reasonable chance of success.

Please use the [FGSR Ranking form](#) to list your nominees in alphabetical order (no need to rank).

Instructions for how departments should submit their nominations to FGSR will follow in mid-January.

#### **Transcript Requirements**

*University of Alberta transcripts:* Departments may use unofficial UofA transcripts pulled from campus solutions. Please submit these for all nominees, even for students who have Fall 2018 and Winter 2019 start dates.

*Transcripts from all other institutions:* Departments may submit copies of official transcripts.

#### **Letters of Reference**

The [Letter of Reference to Support Application for Graduate Awards Form](#) **must** be completed and signed by each applicant's referees. A confidential letter of reference may accompany the standard letter of reference form, but may not replace such. Departments are asked to ensure the letters of reference are in sealed envelopes if submitted by the applicant, or sent directly to the department if submitted by the referee.