

# AFRICAN LEADERS OF TOMORROW SCHOLARSHIP PROGRAM

## Guidelines for Candidates- 2018 Competition

This document provides information to help you prepare and submit the mandatory documents required for the African Leaders of Tomorrow (ALT) Scholarship Program online application.

The ALT online application allows you to log in and log out of the application and continue making changes to your application, up to the point where you “SUBMIT MY APPLICATION”. Once you have clicked on “SUBMIT MY APPLICATION”, you cannot make changes to your application or delete documents. You can, however, add more documents after you have submitted your application.

Only documents saved in PDF format can be uploaded to the ALT online application. Please format your document to include page numbers and your name on all pages.

### 1. Curriculum vitae/Resume (maximum 4 pages)

The resume is an important document for your scholarship application. It should clearly state all current and past employment; your complete academic history, including professional development activities; your publications; your participation in associations, awards or grants received and any other information you consider noteworthy. Ensure that your CV can be easily understood by refraining from using acronyms. Please do not include any pictures.

### 2. Letter of intent (maximum 2 pages or 500-750 words)

The letter of intent should provide an overview of your significant achievements and your career goals. This is also where you can explain how the intended program of study will help you achieve your goals in the medium and long term. You can also explain why your background makes you a good candidate for the ALT scholarship and the program of study. The letter can be addressed to: ALT Selection Committee.

### 3. Case study proposal (one page or 200-400 words)

As part of the ALT Scholarship Program application process, candidates are asked to develop a case study proposal. The objective of the case study is to provide ALT scholars with a concrete opportunity to apply their learning to a real situation or challenge in their working environment or home country. It is anticipated that these case studies, when completed with the assistance of professors and/or mentors, may also be of interest to governments, schools of public administration, and others.

We are asking candidates to provide a short case study proposal related to your proposed area of study as part of the application process. The proposal should include the following:

- A brief description of a work related problem or topic you wish to address in your case study. The problem or topic might be a situation that you have observed in the workplace and where you feel that decisions were made, influenced or implemented that could/should have been done differently;

- A brief description of why or how a case study on this issue would benefit you in your future work, and potentially others in your organization, or elsewhere.

The Case Study Proposal must be written by the applicant. Please include the following statement at the end of the Case Study:

“I certify that this Case Study Proposal is my own work, based on my personal understanding of the situation or challenge presented and that I have acknowledged all material and sources used in its preparation.”

#### **4. Three reference letters (two academic and one professional).**

Reference letters must be on official letterhead of the signee’s institution, and be signed. Recent letters or letters prepared specifically for the ALT 2018 Competition are recommended. You will also need to provide the contact information of your references as part of the online scholarship application. If you are currently employed, we require a support letter from your employer as one of three reference letters. This letter should state that you will be able to reintegrate your employment after your study in Canada. Reference letters can be addressed to: ALT Selection Committee

#### **5. Official transcripts and diploma of undergraduate degree and other programs (with certified translation if the transcripts are not in English or French)**

You must provide scanned official transcripts of your undergraduate university degree and any other university degree. Please ensure that you provide transcripts for every semester/year of the university degree, and the diploma for each program. Transcripts pertaining to the same program should be part of one scanned document. Please ensure that the average grade is easily identifiable. If you do not provide all the transcripts, your file will be considered incomplete.

#### **6. Scanned copy of your valid passport/or demand to obtain a passport**

Please provide a scanned copy of a valid passport (valid for the entire duration of the program of study), or proof that you have submitted an application to obtain a passport.

#### **7. A copy of the results of a language or other test, if required**

If you have not studied in the language of instruction selected (French or English) you must provide results of a recognized language test (such as TOEFL, IELTS, Alliance française). Some universities require proof of language skills, even if you have studied in English or French. Please check the website for your preferred programs to determine if a language test is required for students from your country. As well, review the admission requirements of your preferred programs of study and provide test results for required tests (e.g. GRE, etc), if applicable.

#### **8. Signed and dated consent form**

The consent form is mandatory to allow the Canadian Bureau for International Education (CBIE) to transmit your file to the Selection Committee and to the university for admission. The form is provided the same webpage as this document.