

Students of the Year Award: Step-by-Step Application Instructions for Student

Note: you and your supervisor will have access to one joint application.

Step-by-step Instructions:

1. Confirm with your supervisor to see if they have already begun their application. If they have, use the link they sent to you.
2. If you are starting the application, visit the [Student of the Year Award 2021 Application Form](#) to create an account.
3. Once logged in, select “Apply”.
4. On the left, add your student as a collaborator by clicking “Add a Collaborator” and enter your supervisor’s email address in the box provided.
5. To be considered for the award, you will need to ensure that all of the following sections under the “Your Tasks” tab are completed:
 - a) Personal Information
 - b) Personal Statement
 - c) Resume
 - d) Unofficial Transcript
 - e) Supervisor Statement
 - f) Submission Agreement (Student)
 - g) Submission Agreement (Supervisor)
6. Upload your required documents in PDF form and ensure your supervisor has done the same with their Supervisor Statement
7. You and your supervisor must complete and sign the “Submission Agreement” forms
8. Review all tasks and ensure they are marked as complete and submit

File Naming Convention to use when saving your documents

Your personal statement, resume and supervisor statement must be uploaded respectively as unique documents in PDF under each task section and titled under the following formula:

‘Your Name/Last Name_Award_Document’

Ex.1: Nicole Joseph_Award_Personal Statement

Ex. 2: Nicole Joseph_Award_Resume

Ex. 3: Nicole Joseph_Award_Unofficial Transcript

Ex. 4: Nicole Joseph_Award_Supervisor Statement