

## Student of the Year: 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 **Lassonde Co-op/Internship Student of the Year 2024 [Online 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\_Student of the Year\_Personal Statement

Ex. 2: Nicole Joseph\_Student of the Year\_Resume

Ex. 3: Nicole Joseph\_Student of the Year\_Unofficial Transcript

Ex. 4: Nicole Joseph\_Student of the Year\_Supervisor Statement