**Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) Mid-Career Professionals Program**

**Application Instructions**

Please read the guidelines before filling out the application and refer to them during the completion of this application to ensure your eligibility. Guidelines can be found at the following link: <https://www.educanada.ca/scholarships-bourses/non_can/seed-asean.aspx?lang=eng>

Please download and complete the application form. If possible, please convert the completed application form to a .pdf file. Please e-mail the application form, along with all required documents to scholarships-bourses@cbie.ca.

Please ensure information provided is **free of third party personal information** unless requested.

**Privacy Notice Statement**

Foreign Affairs, Trade and Development Canada (DFATD) is committed to respecting the privacy rights of individuals, including safeguarding the confidentiality of information provided by individuals and institutions.

Participation in the International Scholarship Program is voluntary. Submission of your application package constitutes your consent to the collection, use, storage, and disclosure of your personal information by Foreign Affairs, Trade and Development Canada as well its contractors and agents, including the Canadian Bureau for International Education (CBIE). Personal information provided on the application form and the supporting documents is collected under the *Department of Foreign Affairs, Trade and Development Act* for the purpose of administering the International Scholarship Program. Your application will be shared and reviewed by designated agencies in the awarding country.

As a recipient, your information will be used to communicate with you to collect testimonials for promotional material, to invite you to events related to your program, for statistical purposes, or to invite you to join various Government of Canada alumni associations.

Your personal information may also be shared with:

* the diplomatic representatives of Canada in your country for promotion or program evaluation purposes;
* the diplomatic representatives of your country in Canada who may need to communicate with you;
* select Government of Canada entities to facilitate program management and/or evaluation;
* the Selection Committee, if applicable; and
* the educational institution in Canada and your country, as required by the program.

Personal information collected by DFATD and the Government of Canada is protected from disclosure to unauthorized persons and/or agencies pursuant to the provisions of the *Privacy Act*. Individuals to whom the personal information pertains have the right to the protection of and access to their personal information under the *Privacy Act*, subject to certain exceptions and exemptions. The individual must draw a distinction between personal information held by DFATD and that held by other jurisdictions. For inquiries concerning the treatment of personal information in the custody of DFATD the individuals may contact DFATD’s Scholarships Program Manager at Scholarships-Info-Bourses-PRE@international.gc.ca. Alternatively, the individuals may contact the Department’s Access to Information and Privacy Protection Division (located at 125 Sussex Dr., Ottawa, Ontario, K1A 0G2, Canada), for access to their personal information pursuant to the provisions of the *Privacy Act* and the *Access to Information Act*.

All information collected under this program will be retained for a minimum of two (2) years and a maximum of seven (7) years after the last administrative use. If you are part of the alumni association, your alumni profile will be kept for ninety-nine (99) years after the year of your scholarship.

The personal information collected for this program appears in Personal Information Bank (PIB) DFAIT PPU 911 for Foreign Affairs, Trade and Development Canada which is described at the following website: [www.infosource.gc.ca](http://www.infosource.gc.ca/index-eng.asp).

By checking this box, I acknowledge that I have read this statement and agree to its conditions.**(Mandatory)**

**1. Program**

Canada-ASEAN Scholarships and Educational Exchanges for Development (SEED) – For Mid-career professionals

**2. Personal Information\***

|  |  |  |
| --- | --- | --- |
| Salutation\* | Last Name\* | First Name\* |
|  |  |  |

|  |  |
| --- | --- |
|  Date of Birth\* (dd/mm/yyyy) | Gender\* |
|  | Male Female |

|  |  |
| --- | --- |
| Country of Citizenship\* | Preferred language of correspondence\* |
|  | English French |

**2.a Language Proficiency**

|  |  |
| --- | --- |
| First language | Other Language(s) Spoken and Written |
|  |  |
| Language of Instruction of Applied Program\* |
|  |
| What is your ability in the language of instruction for each of the following?\* |
| Reading | Speaking | Writing |
| Choose an item. | Choose an item. | Choose an item. |

**3. Candidate information\***

 **Permanent Address \***

|  |  |
| --- | --- |
| Street Name and number  | Apartment number |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| City | Province/State/Region | Postal Code/Zip | Country |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| Phone | Email  | Internet Telephony (ex : Skype) |
|  |  |  |

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|  |

|  |
| --- |
| **Mailing Address (if different from permanent address)** |
|  |

|  |  |
| --- | --- |
| Street Name and number  | Apartment number |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| City | Province/State/Region | Postal Code/Zip | Country |
|  |  |  |  |
| Phone |
|  |

**4. Intended Scholarship study/Research\***

|  |
| --- |
| Field of Study \* |
|  |
| Discipline\* |
|  |

|  |
| --- |
| **Institution\*** |
| Name of the Institution  | Contact Name |
|  |  |
| Have you applied?  | Have you been accepted |
| Yes No | Yes No |
|  |  |
| Expected Start Date (mm/yyyy)  | Expected End Date (mm/yyyy) |
|  |  |

**5. Course description\***

|  |
| --- |
| Name of the program/course and description (max. 500 characters)  |
|  |

|  |
| --- |
| Name(s) of the Canadian institution(s) delivering the program/course: (max. 500 characters) |
|  |
| Duration of the program (max. 250 characters) |
|  |

|  |  |  |
| --- | --- | --- |
| Expected Start Date | Expected End Date | Total cost of the program (CAD) |
|  |  |  |

**6. Letter of intent (maximum 6,000 characters)\***

|  |
| --- |
| Please provide a rationale for choosing the short-term program: (max. 1000 characters) |
|  |

|  |
| --- |
| Please explain how the chosen program is linked to your work/career (max. 1,500 characters) |
|  |

|  |
| --- |
| Please explain how the chosen short-term program is aligned with the 2030 Agenda for Sustainable Development (max. 1,500 characters)  |
|  |

|  |
| --- |
| Please identify which Sustainable Development Goal(s) the program is aligned with (max. 500 characters) |
|  |

|  |
| --- |
| For candidates from Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Thailand and Vietnam: please provide a brief explanation of how you plan to use the learning in Canada to help combat poverty in your home country (max. 2,000 characters) |
|  |

OR

|  |
| --- |
| For candidates from Brunei and Singapore: please provide a brief explanation of how you plan to use the learning in Canada to help combat poverty in one of the other eight ASEAN countries (max. 2,000 characters). |
|  |

**7.  Relevant test results**

If applicable, please indicate tests of relevance to your application (eg. TOEFL):

|  |  |  |
| --- | --- | --- |
| Test Name | Score | Date (mm/yyyy) |
|  |  |  |
|  |  |  |
|  |  |  |

**8.  Employment information\***

**Current Employment**

|  |  |
| --- | --- |
| Employer Name | Job Title |
|  |  |
| Street Name and number  |  |
|  |  |
| City | Province/State/Region | Postal Code/Zip | Country |
|  |  |  |  |
| Date From (mm/dd/yyyy) | Date To (mm/dd/yyyy) |
|  |  |
| Job description (max. 1,500 characters) |
|  |

**9. Other achievements**

|  |
| --- |
| Please include any other information about your career to date that you consider relevant to this application (max.1,500 characters). |
|  |

**10. Supporting documents\***

Please ensure you attach the following documents when you email your application form:

* Letter of Support from the ASEAN employer
* Proof of Citizenship
* Resumé

**11. Declaration and permission\***

I declare that the statement made in this application are, to the best of my knowledge, true, complete, and accurate. If awarded a scholarship, I agree to return to my current employer at the end of the scholarship period. I have read the guidelines giving details of the Scholarship for which I am applying, and I agree to observe the conditions of the award and to the publication of my name for promotional purposes.

I will notify the scholarship administrator should there be any changes in the information provided in this application. I give the scholarship administrator permission to verify the information I have presented in this application and in all supporting documents. If I'm pre-selected by the Canadian Scholarship Selection Committee, I understand that failure to submit documentation required by the host country will result in the cancellation of my pre-selection.

By checking this box, I acknowledge that I have read this statement and agree to its conditions.**(Mandatory)**

**12. Date and signature\***

Tuesday, December 10, 2019

