

HOW TO COMPLETE YOUR LORAN APPLICATION

STEP 1: LEARN MORE ABOUT THE LORAN AWARD

Visit loranscholar.ca/becoming-a-scholar and consider attending a webinar to hear firsthand from scholars about their experiences.

STEP 2: START YOUR APPLICATION

When the application period opens in early September, begin your online application at apply.loranscholar.ca. You will be asked to upload a PDF version of your transcript or marks summary (report cards are not accepted).



Tips:

- *It is not possible to change the language of the application site after you start your application. The language you select for your application will carry into your interviews if you are selected.*
- **Start early.** *You will have the opportunity to write your application over multiple sessions, saving your work as you progress through each page.*

STEP 3: CONFIRM YOUR REFERENCE

While working on your application, determine who will serve as your reference. Your reference may be a teacher, another faculty member at your school, or whomever else you feel can speak to your activities and qualifications for the award. This person may not be a friend or family member. Connect with that person and confirm their interest and availability. Request their preferred contact details and clearly communicate the request and deadline to them.

STEP 4: SUBMIT YOUR APPLICATION AND ENSURE YOUR REFERENCE COMPLETES THEIR RECOMMENDATION

Complete your application, review its contents, and submit it. **Note:** you need to submit your complete application to trigger the reference request. After your submission, email instructions will be sent automatically to the person listed as your reference asking them to sign in online and fill out the reference form. Your reference will need to submit a short (max 250 word) recommendation **before** the application deadline for your application to be considered complete.

Tips:

- *Once you submit your application, you **cannot** make changes to it. A draft copy of your application can be downloaded for review/editing on the last page before you submit.*
- *We are not able to accept uploaded/attached letters or other documents — only the online reference form will be accepted. **It is your responsibility** to confirm that your reference has received the email instructions and that their form has been submitted online before the deadline.*
- **Provide your reference with ample time** (ideally multiple days) between your application submission and the application deadline to complete their recommendation.
- *Encourage your reference to check their email's spam folder if they don't see an email requesting they log in and submit their form within two hours of you completing your application.*

STEP 5: TRACK YOUR PROGRESS

Once you have submitted your application, you can log back into the system to view the progress of your reference form.

Tip: *Stay in close contact with your reference to ensure they submit the recommendation form on time. Your application and reference form must both be completed before the deadline or your application will not be considered.*

The Loran application is a multi-step process that involves you and your reference. You cannot skip steps. The entire process must be completed online. If you cannot complete an online application for connectivity or other accessibility reasons, accommodations will be made (email info@loranscholar.ca or call 1-866- 554-2673 for more information).