

# How to complete your Loran application



## Step 1: Learn more about the Loran Award

Visit [loranscholar.ca/how-loran-is-different](https://loranscholar.ca/how-loran-is-different) and consider attending a webinar to hear first-hand 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](https://apply.loranscholar.ca). You will be asked to upload a PDF version of your transcript or marks summary — report cards are not accepted.



## Step 3: Confirm your referee

You will need to determine and confirm who will serve as your referee. This can be a teacher, community member, or someone else who is familiar with your activities. The referee may not be a family member or friend. Connect with that person as soon as possible 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 referee completes their reference

Your referee will be able to complete and submit their reference while you work on your application. As the applicant, you will complete the application, review its contents, and submit it. When you enter your referee's contact information, email instructions will automatically be sent to them asking them to sign in online and fill out the reference form. The earlier you enter their contact information in your application, the more time your referee will have to complete the request. Your referee will be prompted to fill out a one-page recommendation form provided by Loran before the application deadline for your application to be considered complete. It is your responsibility to ensure this is done.



## Step 5: Track your progress

Applications must be completed **before October 16 at 12 p.m. ET**. You can log back into the system to view the progress of your reference form at any time before this deadline.



- 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.



- Encourage your referee to **check their spam folder** if they don't see an email request to log in and submit their form.
- Provide your referee with ample time to complete their recommendation and **stay in close contact** to ensure they submit the form before the deadline.
- We are not able to accept uploaded/attached letters of reference or other documents. Only the **online reference form** will be accepted.

The Loran application is a multi-step process that involves you and your referee. 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](mailto:info@loranscholar.ca) or call 1 (866) 554-2673 for more information.

