



Detailed Application Instructions and FAQs

COMPLETE APPLICATION FORM

You must submit a complete Application Form on our Reviewr platform. All documents must be saved on the Reviewr platform. You can access it from the platform by following the link below:

<https://app.reviewr.com/jeanne/site//jeannesauve>

Please note that to be eligible to apply for the 2017-19 Jeanne Sauvé Public Leadership Program, candidates must be between 25 and 30 years of age (inclusive) on the date our application period ends. In other words, if you are older than 30 or younger than 25 on October 21, 2016, you are not eligible to apply.

PASSPORT PHOTO SCAN

We require that you submit on Reviewr a scanned copy of your international passport that clearly shows the photograph of your face.

This scanned page must be saved according to the following format: Applicant's Family Name - Passeport.pdf (*For example: Smith-Passeport.pdf*)

Rest assured that passport documentation will be held in the strictest confidence.

Selection will be made without regard to ethnicity, gender, marital status, race, religion, sex, sexual orientation, or social background.

ACADEMIC TRANSCRIPTS

You must submit copies of academic transcripts for all college and/or university level studies that you have completed or will have completed before the end of June 2017.

Academic transcripts must list all courses and grades.

At this stage of your application, academic transcripts need not be officially certified by your college or university's registrar's office. Prior to admission into the program, a thorough review of all candidates' academic transcripts will be conducted by McGill University. Official transcripts may be required at that stage.

1) Saving the academic transcript files:

Each electronic copy of an academic transcript submitted must be saved according to the following



format: Applicant's Family Name- TRAN – Institution, Degree.pdf (*For example: Smith, John - TRAN – McGill University, BSc.pdf*)

2) Submitting the Academic Transcripts

Academic transcripts from all post-secondary institutions in which you have enrolled must be submitted electronically on Reviewr by you, the applicant. Applicants should upload scanned copies of their academic transcripts directly to Reviewr.

However, if it is impossible for you, the applicant, to submit your transcripts directly as part of your application, then you may arrange for your university and/or college to submit your academic transcript directly by email at application@jeannesauve.org. In this case, the applicant is responsible for ensuring that the institution(s) in question follow these instructions:

- The **subject line of the email** should clearly indicate the applicant's first and last name, the institution's name, and the word "transcript".
- The transcript file should be saved in the following format: Applicant's Family Name – TRAN – Institution, Degree. (*For example: Smith, John – TRAN – McGill University, BSc.pdf*)

Note: Rules and procedures about distributing academic transcripts vary from institution to institution. Please contact us if you have any questions about how to fulfill this requirement that are not addressed in these instructions.

3) Frequently Asked Questions about the Academic Transcripts

Q: Would it be helpful if I submitted my original academic transcript(s) by post?

A: **No.** Please do not send us an original of your official academic transcript(s), as we are unable to review them in that format and cannot take responsibility for ensuring that any files are returned to you.

Q: My transcripts are in a language other than English or French. Should I have them translated?

A: **Yes.** Please provide a translation of your transcript(s) into either English or French along with the original language document. The translation does not need to be by a professional translator and does not need to be notarized. While a third party translator is preferable, you may translate your own academic transcripts if necessary. The translator (whether it be yourself or a third party) must sign the translated version of the transcript.

Should the Selection Committee have any questions about the translation, we will contact you directly. Prior to admission into the program, a thorough review of all candidates' academic transcripts will be conducted by McGill University. Official transcripts may be required at that stage.

RECOMMENDATION FORMS

Three completed recommendation forms must be submitted directly by the three recommenders identified in your Application Form. A recommender may be a teacher/professor, colleague, mentor, peer or anyone else you choose, but may not be a member of your immediate family.



1. A **professional recommender** is someone who has direct knowledge of your work — whether as an employer, colleague, employee, intern, or volunteer.
2. An **academic recommender** is someone who can evaluate your academic performance and credentials, and who has personally supervised some aspect of your studies.
3. A **personal recommender** is someone not related to you who can attest to your good character and personal qualities.

Each recommender will receive a direct personal email inviting them to complete and submit a Recommendation Form in support of your application. They will receive this invitation **ONLY ONCE YOUR APPLICATION IS SUBMITTED ON REVIEWR**.

- Each Recommendation Form must be signed by the Recommender, scanned and saved as a PDF file.
- Each Recommendation Form must be saved according to the following format: Applicant's Family Name-REC-Recommender's Family Name.pdf (*For example: Smith- REC-Brown.pdf*)
- Each Recommendation Form must be uploaded to the Reviewr platform before the deadline of MIDNIGHT (GMT-4) ON SUNDAY, October 31, 2016. To upload a Recommendation Form, recommenders must follow the instructions in the Email sent to them by Reviewr.

1) Frequently Asked Questions about the Recommendation Forms

Q: May I submit additional letters of recommendation or recommendation forms?

A: **No**, you may not submit additional recommendation letters or forms. Additional letters or forms will not be considered.

OPTIONAL SUPPORTING DOCUMENTS

PUBLISHED WORKS

You may submit electronic copies of **up to three published works**, such as written, photographic, audio, film, video or other graphic examples of works that have been published. **Submission of published works is optional**, and you will not be penalized for not submitting these.

Each submission may be **up to three pages in length** or, in the case of a video or audio clip, **no longer than three minutes**. The Selection Committee regrets that it will not review longer submissions.

Authorship, whether sole or in collaboration with others, should be clearly identified.

For applicants submitting excerpts from academic journal articles that they have authored or co-authored, we suggest that you submit for review: the title page (clearly indicating authorship, article title, journal title, and date), the abstract, and the first page of text.

In the case of applicants who have authored or co-authored a book, please submit an electronic copy of the book's cover (indicating your authorship) and its table of contents. In addition, please provide a brief



summary (maximum one page) of the book's contents and/or a copy of the introduction (maximum two pages).

For all multi-media files, please upload them to the Internet, paste the relevant URL into a document, write a very brief description of the file, and save the document according to the below format. Similarly, if you wish to submit your blog or Website as published work, please paste the URL into a document and save the file according to the below format.

Saving the Published Works Files:

Published works files must be saved according to the following format: Applicant's Family Name-PUB-File Number (1, 2, or 3).pdf (*For example: Smith-PUB-1.pdf*)

THIRD PARTY EVIDENCE OF LEADERSHIP

You may submit **up to three pieces of third party evidence of leadership** in your application package. This evidence might include media reports, commentaries, testimonials, public and/or professional recognitions, etc. Submission of third party evidence of leadership is optional, and you will not be penalized for not submitting any such files.

Each submission may be **up to three pages in length** or, in the case of a video or audio clip, **no longer than three minutes**. The Selection Committee regrets that it will not review longer submissions.

For all multi-media files, please upload them to the Internet, paste the relevant URL into a document, and save the document according to the below format. Similarly, if you wish to submit your blog or Website as published work, please paste the URL into a document and save the file according to the below format.

1) Saving the Evidence of Leadership Files

Each example of leadership file must be saved according to the following format: Applicant's Family Name - Leadership – 1, 2, or 3.pdf (*For example: Smith-Leadership-1.pdf*)

2) Frequently Asked Questions about Submitting Published Works and Evidence of Leadership

Q: My work/ example of leadership is published in a language other than French or English. What should I do?

A: If your work/ example of leadership is published only in a language other than French and English, please submit it in the original language and supply a brief (maximum two paragraphs) summary in English or French. You do not need to provide a full translation of texts, though you may, if you wish. Translations need not be official. The translator (whether it be yourself or a third party) must sign the translation.

IMPORTANT NOTES ABOUT USING REVIEWR FILE UPLOAD SYSTEM



When naming your files for submission, **please avoid using accents or unusual characters.** (For example, if your family name is Labonté, please save your files using Labonte instead.) Using accents or other unusual characters may corrupt files.

All multi-media files should be uploaded to the Internet (using YouTube or another media file sharing system) and you should paste a Web link to these files into a document. This will significantly reduce the size of your file.

1) Frequently Asked Questions about the Overall Application Process

Q: How will I know whether my application was successfully submitted?

A: A thank you message will pop up: THANK YOU FOR APPLYING TO THE 2017-19 JEANNE SAUVÉ PUBLIC LEADERSHIP PROGRAM. You will be able to review or edit your application at app.reviewr.com.

Please do not contact us to seek further confirmation that your file has been received.

If you encounter difficulties with the upload system, please contact support@reviewr.com

Q: How will I know whether my recommenders submitted the recommendation forms?

A: You will be able to see the recommendation form in the Attachments tab of your Reviewr submission.

Q: When will I hear back from the Foundation regarding decision of the Selection Committee?

A: The Jeanne Sauvé Foundation will respond to all applicants by the end of February 2017. Kindly do not contact us before that date to enquire about the status of your application. We will not be in a position to respond.

Q: I have a question that is not addressed in this section. What should I do?

A: If you have further questions about the Application Process, please direct them to: application@jeannesauve.org