

2024 URO/USRA Application Upload Attachment Instructions

NEW this year – a joint application for the URO/USRA.

Application Uploads:

A. Transcripts

All transcripts must be combined into a single PDF file.

Toronto Metropolitan University students: Up-to-date transcripts in PDF format from MyServiceHub are accepted. An official transcript may be required at a later date if you are selected for the award. If you have also attended another university, please include a scanned copy of your official transcripts from that institution, including the grading system legend.

Students applying from other universities (USRA ONLY): Official, up-to-date transcripts for all university programs must be provided. Official transcripts must be scanned into a single PDF file, including the grading system legend for each institution.

The purpose of uploading the legend is to help the adjudication committees understand the grading system at each postsecondary institution.

In this context, official transcripts are those that show the name of the institution, the program in which you are enrolled, your complete course of study, your marks, and the legend explaining acronyms, etc.

To be up-to-date, transcripts must show the term before the application was prepared. For example, if you applied to your university URO/USRA competition in February 2024, the transcript must show the previous Fall (September 2023 to December 2023) term's marks.

B. Student Statement

FORMAT: one-page maximum, single-spaced, 12pt Times New Roman, 2cm margins all around

Each applicant is asked to submit a one-page statement that describes their research interests, experience and how the URO/USRA will benefit their academic/career goals.

Upload a statement that answers the following questions:

- 1) Explain why you want to undertake this research project and how it relates to your plans following the completion of your undergraduate degree.

- 2) Describe your qualifications (e.g. education, experience, leadership roles, etc.) and your research experience to date (including previous awards and scholarships, as well as your involvement in publications, posters, and presentations) for this research award.
- 3) If you are a previous URO/USRA recipient, provide a justification why you should be considered for another URO/USRA award.

Note: An additional page can be added to explain exceptional circumstances that may have negatively impacted your GPA.

This statement is to be written by the student alone, not in collaboration with your supervisor.

C. URO/USRA Supervisor Form

The URO supervisor form must be completed by the proposed supervisor and attached to the student's Google Forms application.

If a student belongs to a different faculty than the proposed supervisor, the supervisor must seek guidance from the Associate Dean, Research and provide a clear rationale as to why the student is the best candidate for that position.