



Work Learn International Undergraduate Research Awards 2024 - 2025 Information for Student Applicants

November/December 2023

Step 1: Check your eligibility

ACTION: Review the UBC Work Learn International Undergraduate Research Awards [webpage](#) for:

- [Award eligibility requirements](#) and documents you'll need to hold the award;
- [Links](#) to Faculty/School/Department for further award criteria

Call for Research Project Proposals will open on November 20, 2023 and close on January 30, 2024.

There are 2 ways you can apply to the Work Learn International Undergraduate Research Awards:

- Submit a research proposal with a faculty member (Step 2a)
- Apply on [UBC CareersOnline](#), the online job board for UBC students (Step 2b)

January/March 2024

Step 2a: Apply with a Faculty member to submit a research project proposal*

ACTION: You are encouraged to create your own research opportunity with a faculty member. The faculty member must submit the research project proposal on [UBC CareersOnline](#) by January 30, 2024. You may choose to work with them to complete the online project proposal form.

Faculty members will receive a decision on their research project proposal (s) by the week of March 6, 2024.

OR

Step 2b: Apply for positions

ACTION: You can apply for the Work Learn International Undergraduate Research Award positions via [UBC CareersOnline](#). Positions are advertised from March 11 - 24, 2024.

The faculty member may request a cover letter, a resume, and further information, e.g. transcripts and additional forms, as part of the application process.

You can apply for as many positions as you like. The Career Centre offers [workshops](#) and [online resources](#) to enhance your application(s).

**If you have applied with a faculty member in Step 2(a) and the proposal is approved, you will not be required to do Step 2(b).*

April 2024

Step 3: Prepare for a possible interview

ACTION: The faculty member(s) will contact you directly to schedule an interview(s).

Step 4: Accept an offer

Your faculty supervisor will submit an appointment form to ensure you are paid for the position.

ACTION: Please give your faculty supervisor all applicable documentation to set-up your payroll in a timely manner i.e. Social Identification Number (SIN), Study Permit, and Direct Deposit information.

Please contact [International Student Advising](#) regarding any study/work permits to legally work in Canada.

May 2024

Step 5: Begin your research award

ACTION: Begin your research award as per the agreed upon start date (contact your faculty supervisor).

If you have any questions about the Work Learn International Undergraduate Research Awards application process, please contact Workplace Learning staff, Career Centre at worklearn.iura@ubc.ca.