



Scholarship Application Instruction Guide

April 2026

NOTES FROM THE FOUNDATION

Alpha Phi Foundation Canada is proud to recognize the remarkable accomplishments of women by awarding merit-based scholarships to help them fulfill their promise and potential because every woman deserves the opportunity to pursue her intellectual curiosity without burden.

Students who complete all requirements outlined in this guide and in the 2026-2027 scholarship application will be considered for scholarships awarded for the 2026-2027 academic year.

Each applicant is required to read, understand, and adhere to the following 2026-2027 Scholarship Application Instructions.

Failure to thoroughly follow all instructions may result in ineligibility.

To get started on your 2026-2027 scholarship application, please visit the [scholarship webpage](#) to download the application.

If you have any questions not addressed in the guide or the scholarship application, please contact us at scholarship@alphaphifoundation.ca

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SCHOLARSHIP APPLICATION TIMELINE

SCHOLARSHIP APPLICATION CYCLE

APPLICATION CYCLE	
July 1st	Scholarship application launch
October 15th	Scholarship application deadline All scholarship applications, transcripts and letters of recommendation must be submitted by 11:59 P.M. Eastern Standard Time via e-mail.
End of November	All scholarship applicants will receive notification of their application status for this academic year.
December	Scholarship funding dispersed.

APPLICATION TYPES

Your *Application Type* is based on your school year classification and the category of scholarships for which you are eligible

You will need to choose one of the following application types:

UNDERGRADUATE SCHOLARSHIPS

- Any applicant who is currently enrolled as a university 1st year, 2nd year, 3rd year or non-graduating 4th year (staying for full school year).
- All undergraduate applicants will be considered for the merit-based scholarships

GRADUATE SCHOLARSHIPS

- Any applicant who will be enrolled as a graduate student by September 1st of the academic year; for example: 4th years graduating and starting a masters the upcoming academic year or an alumni currently enrolled in a graduate program.

SPECIALTY SCHOLARSHIPS

- Questions will be added into the undergraduate and graduate applications for these scholarships if you choose to apply for these specific ones.
- The Megan Wu “Forget Me Not” Scholarship will be available to undergraduate students. Preference will be given to women enrolled at Western University.
- The Canadian Advisor Scholarship will be available in both the undergraduate and graduate applications, but only one will be awarded each year.
- The Jocelyn McGlynn Scholarship will have 2 recipients and will be available in both the undergraduate and graduate applications. There will be one recipient for science and one recipient for generosity.

ELIGIBILITY & SCHOLARSHIP USES

ALL APPLICANTS MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS:

- Enrollment/in the process of enrollment at an undergraduate or graduate degree at a Canadian university by September 1st of the academic year.
- A woman or someone who identifies as a woman
- Expected to have eligible academic expenses (See *Scholarship Uses* defined below).
- Submit a complete application by the **October 15th** deadline.

ADDITIONAL ELIGIBILITY REQUIREMENTS;

- Applicants are required to complete the scholarship application process on their own behalf.
- As a condition of the application, applicants agree Alpha Phi Foundation Canada will not communicate with third parties, including parents, regarding application status.
- No attachments in addition to the required documents will be allowed, including resumes, additional recommendations, etc.
- Members of the Foundation Board of Directors, and family members may not apply.

SCHOLARSHIP USES

- Scholarship funds are to be used toward academic expenses, including **tuition, course-related fees, books and supplies required for course enrollment.**

- Scholarship funds can be applied **during any term in the academic year for which they are awarded.**
- Scholarship funds are to be used for **full-time** or **part-time** enrollment, a status defined in accordance with the full-time and part-time policies of the recipient's university.

EVALUATION CRITERIA

In addition to eligibility and scholarship usage parameters, application evaluation criteria may include, but are not limited to:

1. Strength of grade point average (or equivalent).
2. Demonstrated commitment to leadership, scholarship, and service.
3. Demonstrated excellence in leadership, scholarship, and service through a list of honours and awards achieved.
4. Demonstrated effort in essay response, fully developed responses to prompt, and strength of writing.
5. Recommendations from Reference who highly regard the applicant and can speak clearly to the applicant's strengths.
6. Overall presentation of the application.
7. Overall impression of the application.
8. Permanent address, class status, chapter membership, etc. for designated scholarships.

APPLICATION & REFERENCE TIPS

HOW TO COMPLETE EACH SECTION

GRADUATION DATE

Indicate your anticipated graduation date from the degree program you will pursue during the academic year. Seniors applying for graduate scholarships should complete the graduate application and indicate their anticipated graduate school graduation date.

CUMULATIVE AVERAGE

Enter your most recent cumulative average in percentage form. Please **attach a pdf** of the unofficial/official transcript(s) that will confer/has conferred your most recent degree. The number entered as your cumulative average should match the average reflected in your unofficial transcript. Any discrepancies will result in a 0 for your GPA section.

First semester undergraduate applicants, please submit your first semester grades transcript that will indicate your cumulative average or your most recent transcript.

MAJOR FIELD OF STUDY

Enter your specific majors/concentrations.

MINOR FIELD OF STUDY

Enter your specific minors/concentrations.

ACADEMIC HISTORY

List the post-secondary institutions where you have pursued academic credit. Indicate the university/college name and month/year you began and ended your attendance. If you are currently an institution, enter your projected graduation date as the ending date.

LEADERSHIP, VOLUNTEERISM AND ACTIVITY INFORMATION

List up to 7 activities that best reflect your commitment to leadership, scholarship, and service. Activities can be any sorority, panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service. Your entries should reflect a variety of activities and involvement over the course of several years (if possible).

Include descriptive information in the activity title to provide as much context as possible for those evaluating your application. For example, instead of “Lady Knights”, be more descriptive with “ Lady Knights Basketball Team.” Do not use abbreviations as we may not know what the program is.

- First-year students: you are permitted to include high school activities, though college activities will be viewed more favorably, unless you’re still participating in an activity from high school (such as community service and similar activities).

HONOURS AND AWARDS INFORMATION

List up to 7 honours and awards that best reflect your commitment to leadership, scholarship, and service. Honours and awards should be tied to any sorority, panhellenic, campus, community and/or employment activities, civic involvement, and/or volunteer and community service. Your entries should reflect a variety of honours and awards and show demonstrated excellence.

Include descriptive information for each honour/award so those evaluating your application can understand the caliber of each achievement.

- Freshmen/first-year students: You are permitted to include high school honours and awards.

ESSAY

Answer the scholarship essay prompt. Your essay should be well-written, organized, and directly address the prompt. Minimum word count: 400; maximum word count: 500. If the essay does not meet the requirements (ex. Meeting the minimum or exceeding the maximum word count) will result in a 0 for this section.

CHOOSING YOUR REFERENCES

For your application to be considered, two references (must come from 2 different organizations) must also submit **complete reference letters with the application in PDF form**. The references must be sent by the person writing it by **October 15th, 2026 11:59 P.M. EST** deadline on behalf of the person applying. References not in a PDF will NOT be accepted.

REFERENCE ELIGIBILITY:

Suggested references include:

- An alumna from your chapter
- An advisor from your chapter, panhellenic or organization
- A person who is familiar with your leadership, volunteer and/or educational activities
- A professor
- A supervisor
- An academic advisor
- **Board members of Alpha Phi Foundation Canada are not permitted to be references for these applications.**

SENDING REFERENCES

Contact information for your references will be asked for in your application. References must be sent to scholarship@alphaphifoundation.ca with your name in the subject line to go with your application. **References must be submitted in PDF form by October 15th, 2026 at 11:59 p.m. EST.** You

can submit your application and confirm with your references that they have sent their reference on your behalf. Depending on the influx of applications we receive, we will do our best to notify the applicant about receiving their references in a timely manner. Please be aware some notifications could come after the deadline with regards to when they are submitted.

If an application has been submitted but a reference needs to be switched. Please resubmit the application with the updated references and e-mail us the application with the subject line “updated application for references”.

COMPLETING YOUR APPLICATION

IDEAL COMPLETION TIMELINE

DATE	TASK/DEADLINE	COMPLETE?
July 27 th	The scholarship application is available! Visit alphaphifoundation.ca to access the scholarship application resources, FAQs and the applications.	☐
In July	Read and review this instruction guide and the information in the application carefully.	☐
In July	Download the application and review the requirements in advance.	☐
In July	Begin to gather the information you will need to complete the application and think ahead to who you would serve as your ideal References.	☐
In July – October	Reach out to Alpha Phi Foundation Canada at scholarship@alphaphifoundation.ca with any questions you have about the application.	☐
In August	Request Recommendations from your references	☐
In August	Begin completing the various sections of the application and writing the first draft of your essay.	☐

In September	Complete all sections of the application and proofread your application. Make sure all information reported is accurate, well-written, and free of errors.	o
In September - October	Confirm your references have submitted their references on your behalf. If they have and you have not received a notification e-mail from us please e-mail us at scholarship@alphaphifoundation.ca to confirm we've received it. If they haven't written it, this will give you time to find other references.	o
October 15 th	Submit your application, and that your references have been sent by 11:59 p.m. EST.	o

APPLICATION TIPS

READ INSTRUCTIONS

- Review this instruction guide and the information in the application carefully.

PLAN AHEAD

- Open the application and carefully review the requirements in advance.
- Gather all information you will need to complete the application.
- Allow plenty of time to gather the required information and make sure your references and your application are submitted before the deadline, October 15th, 2026.

CONTACT REFERENCES EARLY

- You are responsible for ensuring your references submit their letters by October 15th, 2026. Your application can be submitted ahead of your references e-mailing their letters in.
- You do not have to have your whole application completed before asking for references. Send them out as soon as possible to allow as

much time as possible for your references to write their letters and send e-mail them in.

CONSULT WITH ALPHA PHI FOUNDATION CANADA

- If you have any questions about the application process, please contact us at scholarship@alphaphifoundation.ca

TECHNOLOGY

- Errors can happen with technology at any time. Please make sure to save your application frequently.

PROOFREAD

- Make sure your essays are well-written and free of errors; poorly written essays will negatively affect your application score and incorrect or incomplete answers may result in ineligibility
- Submission of false or inaccurate information will be grounds of ineligibility for receiving the scholarship.

SUBMIT ON TIME

- Alpha Phi Foundation Canada will NOT accept late materials for any reason. **There will be no exceptions to this requirement.**
- Be sure to save your application progress frequently.
- A complete application includes 4 components; all submitted by **11:59 P.M. EST, October 15th, 2026.**
 - o Application form
 - o All university transcripts (***screenshots will not be accepted***)
 - o Reference Letter 1
 - o Reference Letter 2

SUBMITTING YOUR APPLICATION

For Alpha Phi Foundation Canada to review your application, 4 components must be submitted by the deadline of **11:59 P.M. EST, October 15th, 2026:**

1. Application form
2. All university transcripts to confirm cumulative average (***screenshots will not be accepted***)
3. Reference Letter 1
4. Reference Letter 2

TO SUBMIT YOUR APPLICATION FORM:

1. Be sure you have entered all required information
2. Save your document and put your name in the title of the document and if it's an undergraduate or graduate application. **The document must be saved in PDF format ONLY. Any other format will not be accepted.**
3. E-mail your application and transcripts to scholarship@alphaphifoundation.ca with your name and if it's an undergraduate or graduate application in the subject line. You will receive a reply confirming receipt of your application and when we receive each reference.