## APPLICATION REQUIREMENTS





## The following materials <u>must</u> be included in the application package:

Please note that if any of the required attachments are missing, it may impact your eligibility for receiving a Building Futures Scholarship.

- 1. The completed application
- **2.** Up-to-date official or unofficial transcripts from high school or post-secondary institutions you have attended within the most recent two years
- 3. Confirmation of Enrolment (acceptance letters are not sufficient) from the school you are attending for the upcoming term. This can be a Confirmation of Enrollment Letter issued by your post-secondary institution, or a Schedule of Registered Classes. The document must include the:
  - Name of the institution
  - Name of the student
  - Current Date
  - Verification of full-time status
  - Courses a student is registered in for the upcoming semester (minimum of three)
- **4.** A letter of approximately one page describing your career plan and community involvement. The letter should include:
  - Information on the program you attend/plan to attend and the timeframe for the program
  - The reason you have chosen this area of education and your long-term goals
  - Any experience you have that is relevant to your program
  - Your commitment to successfully complete the program and maintain a passing GPA of at least 2.3
  - A description of any volunteer activities
  - How your area of education might align with the oil and gas industry
  - Information on any hardships you face (optional)
- **5.** 1-2 reference or recommendation letters from community leaders, supervisors, teachers etc. to support your application.

We strongly recommend you have all attachments easily accessible and ready to upload **before** beginning the application.