VISTA Graduate Entrance Award Application Instructions

Step 1: Confirm eligibility

Confirm that you meet the VISTA Graduate Entrance Award **eligibility criteria.** To be eligible to apply:

- You must have applied, or be in the process of applying for full-time admission to an eligible graduate program at the Master's or Doctoral level at York University. You must be a new applicant to the program. If you have already started your program, you will be ineligible to apply.
- Your application must be supported by a CVR-VISTA Core or Associate Member who would become your supervisor.
- You must conduct research in the vision sciences that falls within VISTA's mandate, which is to support fundamental and applied vision research that combines biological and computational perspectives and has translational potential for health, industry, or other applications.
- Previous VISTA award/scholarship holders are not eligible.
- You cannot hold multiple CFREF funded graduate awards/scholarships at the same time.

Step 2: **Have a CVR-VISTA Core or Associate Member willing to act as your primary supervisor**

Before applying to the VISTA award program, you must first find a CVR-VISTA Core or Associate Member who is willing to act as your supervisor. If your primary supervisor is an Associate Member, a Core Member must also be identified to co-supervise. A list of VISTA Core and Associate Members can be found on the VISTA [website](#).

Step 3: **Identify an Advisor to expand the supervisory expertise for your project.**

An ADVISOR on a VISTA graduate award application can be another VISTA Core or Associate faculty member, or any industry, community or academic partner, as long as they are willing to meet annually with the student and write a report.

This advisor should be someone not intimately associated with the student's graduate program who will provide useful, effective and ongoing advice and input to the VISTA-funded project. The advisor does not need to be appointed to a graduate program or have a university degree. Proposals should include a brief rationale for the advisor choice.

Step 4: **Complete the VISTA Application form.**

Complete and sign the appropriate VISTA fillable application form (Master's or Doctoral) found on the VISTA website.

Step 5: Provide one-page summary of proposed research plus signature page.

A one-page summary of your proposed research must be included with your application. Please refer to formatting instructions to prepare your documents:

- Page must be 8.5" x 11" inches.
- Insert a <u>minimum</u> margin of 2 cm (3/4 inch) around the page (top, bottom, and sides).
- Font should be Times New Roman, size 12.
- At the top of the page, indicate your name and title of the document
- The proposal must also include a second page containing the signatures of the candidate, the primary supervisor, and all co-supervisors, along with the statement: "**I confirm that I have reviewed the project proposal and contributed to its development as outlined in this application.**" Electronic signatures are acceptable.

Step 6: Provide two Letters of Reference

Two Letters of Reference are required as part of the application. Your referees should use the form provided on the website, which can also be downloaded [here](). Letters of Reference should be sent directly from Referees to applyvista@yorku.ca.

Step 7: Provide a copy of your Curriculum Vitae.

Please submit a copy of your most recent CV along with your application.

Step 8: Provide a copy of your transcript.

Please submit a copy of your transcript along with your application. Electronic copies are sufficient. International transcripts in a language other than English must be translated.

Step 9: Complete the voluntary Self-Identification Survey.

Please complete and submit the Self-Identification Survey included with the application form. The Personal information in connection with this survey will be used for educational, administrative and statistical purposes only and will be stored by the VISTA Administration Staff to maintain confidentiality. The form is completely <u>voluntary</u> and will <u>not be used in the evaluation of the application.</u>

Step 10: Complete application checklist.

Please complete and review the application checklist to make sure that your application is complete and submit the checklist along with your application.

Step 11: Submit application by deadline.

Please submit all application documents, including application checklist, application form, summary of research proposal, transcripts, CV, letters of reference and self-identification survey by the application deadline to applyvista@yorku.ca.