

Use this form to:

- Apply for the Doctoral Thesis Completion Award.

Instructions:

1. The student completes sections 1-2, reviews section 3 for application completeness, then reads and signs section 4.
2. The student obtains their supervisor's confirmation and signature in section 5.
3. The student submits to their [Department Graduate Co-ordinator](#) for confirmation and signature in section 6.

Applicants will be contacted regarding the status of their application once decisions have been made.

Deadlines:

Application **departmental** deadlines are:

- fall term - July 15
- winter term - November 15
- spring term - March 15

Where the advertised deadline falls on a Saturday or Sunday, the deadline date is the preceding Friday.

For more information about this form, including award eligibility requirements and application details, please review the [Doctoral Thesis Completion Award application web page](#).

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Email _____

Faculty (e.g. Arts) _____ Department or School (e.g. History) _____

Current term at time of application (e.g. 7.0) _____ Overall (cumulative) graduate average _____ %

Expected date all degree requirements will be met (mm/dd/yy) _____

Do you identify as Indigenous* First Nations (Status/Non-Status) Métis, or Inuit?: no yes

*To protect the integrity of Indigenous graduate students eligible for specific funding, those identifying as Indigenous must be verified by the Office of Indigenous Relations at the University of Waterloo through the [Indigenous verification process](#).

Section 2: Financial information

Total funding			
For term award would be held		For term previous to when award would be held	
Research Assistantship (RA)	\$	Research Assistantship (RA)	\$
Teaching Assistantship (TA)	\$	Teaching Assistantship (TA)	\$
Scholarships/awards/sponsorships	\$	Scholarships/awards/sponsorships	\$
Other (e.g. employment)	\$	Other (e.g. employment)	\$
TOTAL	\$	TOTAL	\$
Tuition and fees	\$	Tuition and fees	\$

List other sources of funding you have explored, but were unsuccessful in receiving:

Section 3: Student checklist

1. A copy of your last annual progress report from the Advisory Committee/supervisor (if applicable).
2. A copy of your unofficial transcript.
3. A copy of your current curriculum vitae.
4. A written statement from you including:
 - A commitment to complete, defend and submit the final version of your thesis to GSPA, within two terms of this application (term of award plus one additional term),
 - How this award will benefit completion of your thesis and doctoral program.
5. If you are Indigenous, make sure you have completed the [Indigenous verification process](#).

Section 4: Applicant's disclosure statement and signature

1. I have a realistic plan to complete my degree within 1-2 terms of receiving this award (term of award plus one additional term).
2. I confirm that the information provided in this application package and all statements I have made (or that were generated with the assistance of GenAI) are truthful and an accurate representation of my own personal circumstances. I am not knowingly misrepresenting my circumstances.
3. I understand that I am responsible for providing all required documentation as indicated in the application instructions or as directed by the administering office, and that if I do not submit the required documentation/information I may be disqualified for consideration of this award.
4. I understand that the collection of personal information provided in this application package is used solely for determining my eligibility for this award. Information submitted during the application process will be protected, used, and released in compliance with Ontario's Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. F31) and the University of Waterloo's policies.
5. I understand that all institutional income will be verified using QUEST.
6. In order to adjudicate my application for this award, I authorize University of Waterloo to release my financial need information and award decision to the appropriate award selection committee(s).
7. I authorize GSPA to discuss my financial information with the department and faculty members as appropriate for department/faculty funding verification and to determine if other sources of funding are available.
8. I authorize the University to release a copy of this application package to the appropriate awards selection committee(s).
9. I acknowledge that if my funding changes in the term or for the intended period of support for which this award is provided, or if any details change that would disqualify me from continuing to hold this award, I will immediately notify GSPA as I understand that it may result in a reassessment and/or cancellation of my bursary. All details provided in the application are subject to verification by GSPA.
10. I understand that if I am selected to receive this award, and am also an OSAP recipient, the awards funds may affect my OSAP funding.

Applicant signature _____ Date (mm/dd/yy) _____

Section 5: Supervisor(s) confirmation

I/We (Supervisor(s) name) _____ confirm that the above applicant is proceeding satisfactorily in their doctoral program and that they have completed all of the requirements for their PhD (e.g. courses and comprehensive exam) except for their thesis and thesis defence. Providing there are no extenuating circumstances, this student should complete within two terms (term of the award, plus one additional term)

Summary of total funding I/we previously provided for the student throughout their program: _____

Summary of funding I/we am/are able to provide the student in the term when the DTCA would be held:

Summary of funding I/we have explored for this student, but was unsuccessful, prior to them submitting a DTCA application _____

Supervisor(s) signature(s) _____

Date (mm/dd/yy) _____

Section 6: Department Graduate Co-ordinator confirmation

I (Co-ordinator name) _____
that the departmental funding is accurate.

have reviewed the funding in section 2 and confirm

Co-ordinator signature _____ Date (mm/dd/yy) _____

Section 7: Faculty confirmation

The Faculty can provide financial support to assist along with the DTCA if the student is successful. Value Faculty can provide: _____

Faculty signature (Faculty Associate Dean, Graduate Studies or designate) _____

Date (mm/dd/yy) _____