In order for a student to be considered for the Western National Scholarship Program, a school nomination is required. Each school can nominate up to **4 students** for the National Scholarship Program. The school can nominate 1 additional student (in addition to the 4), if the student is an international (visa) student. It is up to the school to determine how to select the students to be nominated.

The following has to happen:

1. **Your student is the one that needs to start the process. Student has to go into the on-line National Scholarship application.** In the application there is a section called "Nomination Request" section.

   "Nomination Request": In this section, student is asked to enter the email address for the school administrator. The school administration is the person at the school (Principal, Vice-Principal, Guidance Officer or designate). Once student completes this section, an email will go out to that person (in real time) with the request and instructions including a code that will be needed to complete the nomination and upload the transcript.

   The school administration will have **2 steps** to complete (a separate link is required for each step) and all the information that is needed will be included in the email.

1. **STEP 1 -** school will confirm by indicating a (YES/NO) nomination status of student.

   LINK to be used for this step:

   https://studentservices.uwo.ca/NationalScholarshipStudent/schoolNomination/NSPrincipalLogin.cfm

2. **STEP 2 -** Transcript is required to be submitted **by** school. School will be able to upload the transcript to student's application. ** Please note: If school is not nominating the student, there is no need for the transcript to be provided. **What do we mean by transcript?** We are looking for the whole academic high school record of student.

   LINK to be used for this step:

   https://studentservices.uwo.ca/nationalscholarshipStudent/schoolNomination/NSTranscriptLogin.cfm

REFERENCE LETTER (ASSESSOR) -
In addition, students need a reference letter from a person at their school. On their application, students see a section called "Assessor Request". In this section, the student will be asked to

select a staff member/teacher at their school and enter their email address in that section. Once student completes this section, an email will go out to that person (in real time) with the request and instructions including a code that will be needed to complete the reference letter.

LINK to be used to provide reference:

https://studentservices.uwo.ca/nationalscholarshipStudent/schoolNomination/NSAssessorLogin.cfm

Deadline to complete the nomination process and submit reference is **February 14, 2026.**

QUESTIONS:

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