National Scholarship Program – Nomination Process (information for schools)

In order for the school to complete the formal National Scholarship nomination for a student, the following has to happen:

1. Student has to go into the on-line National Scholarship application. In the application there is a section called "Nomination" and a section called "Assessor".   In the "Nomination" section student enters the email address for the school administrator. The school administrator will receive the email with instructions for the nomination and request for the transcript.
   The section for "Assessor" is where the student enters the email address for their selected person to write a reference **letter.**
   It is the student's responsibility to complete these sections and give their school administrator and assessor time to consider/complete their request.

First email (to School administrator):

Email address for the school administrator - head of school/Principal, or designate.   This person will receive an email (as entered by the student) with the nomination request and request for student's transcript. **Email will provide a code for student and 2 links.**   One link will be to confirm (YES or NO) nomination of student and the other link to upload transcript in pdf format.

DEADLINE to complete nomination and to provide transcript is February 14, 2025.

In the case that a student is **not receiving a nomination the school is able to enter "NO" to nomination. If student is not receiving a nomination then a transcript is not required.

The following are the links provided in the e-mail:

Link to complete nomination - (where school administrator will confirm (YES/NO) to student being nominated for the National Scholarship Program:

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

Link for transcript (upload):

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

In the case that the transcript cannot be uploaded please mail the transcript to the following address - **Attention: National Scholarship program.   DEADLINE for transcript to be received (not post marked) at Western is February 14, 2025.**

Norma Merino
Western University
Office of the Registrar
Room 1140, Western Student Services Building
London, Ontario, Canada, N6A 3K7

Second email (to assessor):

Email address for the student's selected assessor. The assessor is the staff member/or teacher that would provide a reference letter for student. This person will receive an email with the request along with a code for student. By following the link and entering the student code, the assessor will type/paste in their reference for the student. **DEADLINE for assessor to complete reference is February 14, 2025**.

The following is the link for the assessor:

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

QUESTIONS: Norma Merino
                        nmerino@uwo.ca
                        519 661-2111 ext 85958