

FREQUENTLY ASKED QUESTIONS

Eligibility

- Q. Are students who are on a study visa (e.g. non-Canadian citizen, permanent resident, landed immigrant) eligible to apply?
- A. Yes, as long as you are enrolled full-time at an Ontario college or university and meet the other criteria.
- Q. I'm not a member of WEF or WEAO. Can I join in order to apply for the scholarship?
- A. Yes. There are instructions provided on the WEAO website to help students to obtain membership. Once registered, you need your WEF Membership ID # for the scholarship application.

Application Form

- Q. What is a "WEF or WEAO Membership ID #"?
- A. This is the 8-digit number assigned to you when you first become a member of WEF and/or WEAO. You need to be a member of WEF and/or WEAO in order to be eligible to apply for the WEAO scholarship.
- Q. Do you require a résumé or CV with the application form?
- A. No, do not submit a résumé or CV. If you do, they will be discarded.

References (Professor & Employer)

- Q. What is a "referee"?
- A. A referee is the person who gives you a reference; they must complete the Reference Form and submit it directly to WEAO.
- Q. What do I give to my referee?

- A. At a minimum, you must give your referee an electronic or paper copy of the Reference Form. In addition, you may wish to supply them with the Scholarship Brochure to tell them about the WEAO Scholarship, your résumé, and any other information you feel will help your referee to properly fill out the reference form.
- Q. What if I worked for a professor during the summer? Can they be my "employer" reference?
- A. Yes, as long as this was paid work and not a volunteer experience. Also, the same professor cannot be used for both the employer and professor references. You would need to use a different professor for your "professor" reference.
- Q. What does a "relevant area" mean for the employer reference? What if I haven't had a job in wastewater treatment?
- A. A relevant employer will be one that ideally is related in some manner to the water quality industry: employment with a municipal works department, provincial ministry administering some aspect related to managing water resources, equipment manufacturers and suppliers, consulting and design firms, contractors and constructors installing water-related infrastructure, government research centres, university research laboratories (if this is paid employment), etc. However, most jobs will provide you with transferrable skills that are applicable to the water quality industry. Your employment experience in a "relevant area" is interpreted broadly for the purposes of applying for the WEAO Scholarship. If you

have any questions or concerns, please direct them to scholarship@weao.org.

environmental industry in Ontario and prepare them to pursue related careers within the Province.

Essay

- Q. What if my essay is more than 500 words?
- A. Your essay word count will be double-checked upon submission, and you will be penalized if your essay is over 500 words.
- Q. How do I count the words in my essay? Does “a” and “the” count?
- A. The word count is that determined by your word-processing software used to type your essay. For example, in Microsoft Word®, go to Tools --> Word Count and enter on your application form the number of words listed there. If your word count is higher than 500, you must edit your essay to be more succinct and decrease your word count to 500 or fewer.
- Q. Can the essay include references? If so, how does this count towards my 500 word limit?
- A. Yes, you can include citations in the text of your essay and include a list of references at the end. The word count will include only the in-text citations (e.g. “Smith et al. 2000”). The list of references at the end will not count towards the word limit.
- Q. Why does the essay have to be about Ontario? What about water issues in other parts of the world?
- A. We agree that many other parts of the world have significant water quality and quantity issues. However, the Water Environment Association of Ontario represents water quality professionals in Ontario, and therefore we are interested in knowing what applicants have learned about the important water quality issues locally. We challenge applicants to dig into the issues closer to home, which helps applicants identify the priorities in the

- Q. Can my essay be about biosolids management, or only wastewater treatment?

A. Yes, definitely, you can discuss biosolids management. Biosolids are a significant component to the wastewater treatment system.

- Q. How do I reference my sources?

A. Reference using APA style. In text citations should be of the format “(Smith et al., 2000)”. The reference list should be of the following format:

Smith, J.F., Smith, A.T., & King, A.G (2000). Phosphorus recovery in wastewater treatment. *Sewage Works Journal* 32, 344-348.

Submission Logistics

- Q. How do I know if my email was received by WEAO?
- A. All submissions that are received at the scholarship@weao.org email address will be acknowledged by return email. This is true for both applications as well as reference forms. If you submitted an application or your referee submitted a reference form, but did not receive an acknowledgement within a day or two, please call Julie Vincent at the WEAO office at 416-410-6933.
- Q. What is a “PDF file”?
- A. PDF is a standard file format for documents. You can create PDF files using Adobe Acrobat, other software, and PDF print drivers. You can view PDF files using the freely-available Adobe reader (<http://get.adobe.com/reader/>) or other software packages.

- Q. What if my PDF file is larger than 10 MB?
- A. Separate the PDF file into enough files so that each individual file is <10 MB. Then email each file in a separate email. In the subject line of your email, indicate the # of emails; for example, if you have two files then send two emails including in your subject titles "1 of 2" and "2 of 2".
- Q. I filled out my forms by hand and/or my employer and/or professor wrote their recommendation letter by hand. How do we submit it to WEAO?
- A. Note that your referee must submit their reference form directly to WEAO and the applicant cannot submit it on their behalf. For electronic submission, a scanner can be used to convert the paper document into a PDF file. Copy shops should also be able to provide this service. For referees only, the form can be faxed to the WEAO office at (416) 410-1626. Note that applicants must submit all their forms electronically (only referees can use fax).
- Q. How do I combine multiple PDF files into a single file? I don't own the full Adobe Acrobat software.
- A. There are free software packages that will do this for you. An example is "PdfEdit995" available at <http://www.pdfedit995.com/>.