TTI Student application process

Once you as a graduate student have secured an internship opportunity, the following steps will support your application for Transformative Talent Internship (TTI) to access professional development and financial support through this program. Submission of an application which appears to meet all the criteria does not guarantee acceptance into TTI or funding.

1. Access Elevate platform at elevate.ucalgary.ca:

2. Log in as a Student using your UCalgary credentials
3. Access the Faculty of Graduate Studies tab within Elevate

4. Within the Faculty of Graduate Studies tab, your home page will look something like this:
   a. Graduate Student Career Resources – Information on My GradSkills tools to help you academically and professionally
   b. Graduate Studies Internship and Career Postings – Internship and post-graduate career opportunities for graduate student level skillsets
   c. Apply for TTI – Application process for TTI, once students have secured an internship position
   d. FGS Graduate Advising – Appointment booking for FGS Advising and support team for graduate students
   e. Graduate Studies Events Calendar – Not currently active – current event calendar for graduate students available at: https://events.ucalgary.ca/mygradskills/
5. Select *Apply for TTI* from this menu.

6. Click either:
   a. View Available Programs/Courses, or  
   b. Courses/Programs
7. To begin the application process, select the term your internship will start
   a. Click Apply
   b. Confirm “Yes”

8. This will take you to the start of the TTI application
   a. There are 9 STEPS as part of the application process
      • STEPS 1, 2, 3 & 8 (9 if you come back to extend your internship) are for TTI student applicants to complete
      • STEPS 4, 5, 6 & 7 are for your department and Faculty of Graduate Studies to complete

*Ensure you have the following files available to upload as you **will not be able to edit** your application once you start it in **STEP 3 Apply for Transformative Talent Internship**:

- The internship job description
- Offer letter for the internship
- Please ensure these are combined in one file for upload
9. **STEP 1 Accept Terms and Conditions**

a. Click “Accept Terms and Conditions”, which opens a new window

   - Review your responsibilities as a Transformative Talent Intern
     1. If you have any questions about the Terms and Conditions, contact gradintern@ucalgary.ca
     2. If your questions involve Scholarship and Award questions, please contact gsaward@ucalgary.ca to understand any impact completing an internship (TTI or otherwise) may have on these awards.

   - Click “Accept” if you accept; or “Back to Your Enrollment” on the top right to follow up on questions you have.
b. If you have left the application at any point, you will see there is now a “Current Experiences” number listed

10. Once each STEP is complete, you will notice it is “checked” and the process will move on to the next step.
11. **STEP 2 Conflict of Interest**
   a. Click “Answer Questionnaire”
      - Please note, a “Yes” answer will open a text box for further clarification. This does not automatically make you ineligible for TTI, but rather, our team is looking for information to provide context around potential conflicts should they arise.

   b. Once you have completed the *Conflict of Interest* step, you will see a notification that you are approved to progress
      - Click “Back to Your Enrollment” to start the Internship summary/application
12. **STEP 3 Apply for Transformative Talent Internship** (STEP 1 & 2 are checked as completed)
   a. Note, once you begin this step, you will not be able to save and return later to finish. Please have your internship job **offer and company job description** (i.e. from the posting you applied through) to upload as part of the application process (in one file)
   b. Click “Create Placement Record”
      - Click “Create Record” in pop out menu or “Close” to leave
c. Answer questions based on your internship opportunity.
   - To print a complete record of your enrollment click the red circle (bottom right corner). This will automatically download.

   - You may return to view this record any time. If you need to correct anything, please reach out to gradintern@ucalgary.ca

13. When you return to Student Details (top left corner), you will see the completed steps and those still waiting. Your TTI Application has been successfully submitted when the following have green checkmarks.
   a. Terms and Conditions
   b. Conflict of Interest Declaration
   c. Apply for Transformative Talent Internship
14. On your FGS My Experience page, you will now see:
   a. Current Experiences – 1
   b. CURRENT EXPERIENCES
      • Semester Intake
      • TTI – Transformative Talent Internship
      • 0 of 1 Experiences completed
   c. Current step
      • Graduate Supervisor or Office Approval

15. At this point, your application is submitted and will be reviewed by:
   a. Your Supervisor (Thesis-Based) or your Department/GPA (Course-Based) STEP 4
   b. Graduate Program Director STEP 5
   c. Faculty of Graduate Studies STEPs 6 & 7
16. You will receive notification (via email) that these steps have been completed and you will need to login to Elevate to review whether your application has been approved and the funding allocated to your internship.

a. Click on “Current Experiences”, “TTI Funding Offer”, and “View Funding Details”
b. Click on “Funding Details” and review your funding offer. Once reviewed, Click on “Back to..” and “Student Details” to return to the main menu. Finally, Accept your TTI Enrolment and Funding Offer.

Congratulations and Good Luck with your internship. If you have any questions about your internship or TTI, please reach out to gradintern@ucalgary.ca - we are here to help!