

## IAP Employee/Community Member Decision Tree

Do I Need to Complete the Declaration of Indigenous Citizenship or Membership Form?

**Are you seeking a role, opportunity, position, and or initiative that is:**

- Intended specifically for Indigenous (First Nations, Métis, or Inuit) and Global Indigenous applicants as defined by UNDRIP or preference is being given to Indigenous applicants
- Do you self-identify as First Nations, Métis, or Inuit?

If yes, continue to the next step.

If no, you are not subject to the Indigenous Affirmation Policy.

**Are you making a declaration of Indigenous citizenship or membership as part of this opportunity?**

This includes:

- Identifying as First Nations, Métis, Inuit, or Global Indigenous
- Claiming citizenship or membership with a recognized Indigenous nation or community
- Providing Indigenous identity information that would result in a material advantage (e.g., gaining access to a restricted opportunity, additional funding, or reserved seats)

If yes, you are subject to the Indigenous Affirmation Policy.

If no, you are not subject to the policy at this time.

**What do I need to do if I'm subject to the policy?**

You must complete the following:

- Submit the Declaration of Indigenous Citizenship or Membership Form
- Upload the required documentation:
  - A signed form
  - Proof of Indigenous citizenship or membership from the community that claims you
  - Other requisite documentation (as outlined in the form)

Note: The affirmation process can take up to three weeks to complete.

**Who reviews my information?**

Your documents will be reviewed by the Indigenous Affirmation Advisory Committee (IAAC).

- You will be notified of the decision by the IAAC co-chair.
- If your affirmation is not accepted, you will be given:
  - A written rationale
  - An opportunity to appeal and submit additional documentation

**Questions or Need Help?**

Contact: [indigenous.affirmation@uwo.ca](mailto:indigenous.affirmation@uwo.ca)

# IAP Employee/Community Member Decision Tree

Do I Need to Complete the Declaration of Indigenous Citizenship or Membership Form?

## Are you seeking a role, opportunity, position, and or initiative that is:

This includes roles that are:

- Intended specifically for Indigenous (First Nations, Métis, or Inuit) and Global Indigenous applicants as defined by UNDRIP or preference is being given to Indigenous applicants
- Restricted to individuals who identify as First Nations, Métis, or Inuit

If no, you are not subject to the Indigenous Affirmation Policy.

If yes, continue to the next step.

## Are you making a declaration of Indigenous citizenship or membership as part of this opportunity?

This includes:

- Identifying as First Nations, Métis, Inuit, or Global Indigenous
- Claiming citizenship or membership with a recognized Indigenous nation or community
- Providing Indigenous identity information that would result in a material advantage (e.g., gaining access to a restricted opportunity, additional funding, or reserved seats)

If yes, you are subject to the Indigenous Affirmation Policy.

If no, you are not subject to the policy at this time.

## What do I need to do if the policy applies to a self-identifying applicant?

You must:

- Notify the applicant that they are subject to the Indigenous Affirmation Policy
- Direct them to submit the Declaration of Indigenous Citizenship or Membership Form
- Ensure they upload:
  - A signed form
  - Proof of Indigenous citizenship or membership from the community that claims them
  - Other requisite documentation (as outlined in the form)

Note: The affirmation process may take up to three weeks to complete.

## What do I need to do if I'm subject to the policy?

You must complete the following:

- Submit the Declaration of Indigenous Citizenship or Membership Form
- Upload the required documentation:
  - A signed form
  - Proof of Indigenous citizenship or membership from the community that claims them
  - Other requisite documentation (as outlined in the form)

Note: The affirmation process may take up to three weeks to complete.

## Who reviews my information?

Your documents will be reviewed by the Indigenous Affirmation Advisory Committee (IAAC).

- You will be notified of the decision by the IAAC co-chair.
- If your affirmation is not accepted, you will be given:
  - A written rationale
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Questions or Need Help?  
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