



# International Experience Canada Latvia

## Internship 2010

This category of International Experience Canada initiative is designed for students wishing to complete an internship or work placement in the course of their studies in Latvia (maximum 12 months).

**Internship must begin between January 1<sup>st</sup> and December 31<sup>st</sup>, 2010.**

### **ELIGIBILITY CRITERIA:**

- Be between the ages of 18 and 35 inclusive on the date the application is received;
- Be a Latvian citizen and reside in Latvia or Canada on the date the application is submitted;
- Hold a valid Latvian passport (the passport must remain valid for the period of time for the application to be processed and the following 24 months plus one day);
- Obtained paid internship position in Canada;
- Be currently enrolled in a post-secondary institution;
- Have not previously participated in the Canada-Latvia Internship category;
- Subscribe to a comprehensive insurance coverage that is valid for the duration of your stay, and prove that you have insurance for health care, including hospitalization and repatriation, for the duration of your stay. You do not need to buy your insurance when you submit your application but you must be able to provide proof that you have such coverage to the immigration officials when you arrive in Canada.

## SUBMIT YOUR APPLICATION IN FIVE STEPS:

1. Complete the application form **IMM 1295**, print two copies, sign and date them.

2. Assemble the required documents below in the following order:

(a) **First copy:**

- First copy of the **application form** duly completed, printed, signed and dated.
- **Two (2) passport-size identity photos** of yourself taken within the last six months as per the requirements set out by the Department of Citizenship and Immigration Canada (specifications at <http://www.cic.gc.ca/english/pdf/photospecs-e.pdf>).
- **Clear and legible photocopy** of the identification pages of your **passport** (family names, given name(s), date and place of birth, issuance and expiry dates of the passport). **Do not send the original passport.** The passport must remain valid for the period of time for your application to be processed and the following 24 months plus one day. Passport must be issued after July 1, 2002.
- **Family composition sheet** (Annex D).
- **Photocopy of your internship or work term offer**, signed and on company letterhead with address and phone number. This document must specify the dates, duration, salary or remuneration and duties.
- **Proof of funds** should be provided, if internship/work placement is paid less than **800 CAD per month**. The proof can be a certificate completed by your bank indicating the status of your account and confirming that you have sufficient funds in total amount of 2500 CAD.  
**If a third party is providing the funds (including one of your parents):** Submit a letter signed by that person with a photocopy of his/her passport and a bank certificate proving that he/she has sufficient funds. These documents must be dated within three months of the date on which the application is submitted.
- **Photocopy of your student card** (both sides, must be valid).
- Complete and up-to-date **curriculum vitae**.

(b) **Second copy**

- **Copy of the application form** (without photos) duly completed, printed, signed;
- **Declarations form** (annex B);
- **Bank account details** (annex C);
- **Copy of proof of the bank transfer** of the participation fee;
- Complete and up-to-date **curriculum vitae**.

**Note:**

- All documents must be submitted in **English** or **French**.
- Photocopies do not need to be certified or legalized.
- We keep all documents submitted (annex A). Please keep a copy for your files.

## ADDITIONAL CONSIDERATIONS

If you plan to travel to Canada with dependants, additional permits of documents will be required.

**For pre-school children:**

- **Two (2) passport-size identity photos** of child taken within the last six months as per the requirements set out by the Department of Citizenship and Immigration Canada (specifications at <http://www.cic.gc.ca/english/pdf/photospecs-e.pdf>).

- Clear and legible photocopy of the identification pages of child's **passport** (family names, given name(s), date and place of birth, issuance and expiry dates of the passport). **Do not send the original passport.**
- Clear and legible photocopy of child's **birth certificate** with translation in English or French. **Do not send the original certificate.**
- **Proof of funds.** You should have sufficient funds in total amount of 2000 CAD per each dependant.
- If travelling with one parent, provide **notarized consent** from the other parent in English or French.

**School age children require study permits.** For more information:  
<http://www.cic.gc.ca/english/study/index.asp>

**IMPORTANT:** All supplementary documents must be attached to your application and sent in the same envelope.

### 3. Pay the participation fee

The **official participation fee**, in **Latvian Lats**, is found on the website of the Embassy of Canada in Latvia ([www.latvia.gc.ca](http://www.latvia.gc.ca)).

Pay the participation fee by **electronic bank transfer in Latvian Lats**. **No other form of payment will be accepted.** Here are the instructions to give to your bank:

**Bank details:**

Embassy of Canada in Latvia  
 Bank: SEB  
 SWIFT: UNLALV2X  
 IBAN: LV 55 UNLA 000100 1701646

In the transfer details write **IEC STA** followed by your **family name, given name(s) and date of birth** (*sample: IEC STA Berzins Janis 31.12.1980*). The transfer must be annotated "**free of charge to the beneficiary**". The receipt must be legible and must show the date of the transfer. The fee will be refunded by electronic bank transfer if your application is incomplete, refused, or judged to be not receivable for reasons of non-compliance.

**4.** Complete the **checklist** (*Annex E*) and attach it to the cover of your application.

**5.** Mail the complete application to:

**International Experience Canada  
 Canadian Embassy  
 20/22 Baznicas iela, 6<sup>th</sup> floor  
 Riga LV 1010  
 Latvia**

Applications delivered in person will be accepted on Mondays, Wednesday and Fridays from 9:30 till 12:30. Applications that are sent by fax or email will be refused without being examined.

## PROCESSING YOUR APPLICATION:

You will be kept up to date by e-mail of the status of your application, from the time it is received at the Embassy to the completion of its evaluation.

Your application will be evaluated at the Embassy in two phases: first, by the International Experience Canada (IEC) unit and then by the Visas and Immigration Service.

### PHASE 1: International Experience Canada (IEC)

You will receive an email acknowledging receipt of your application.

The IEC unit will then examine your application as per the instructions provided earlier and the provisions of the Canada-Latvia Agreement Concerning Youth Exchanges.

If your application is accepted by the IEC:	If your application is refused by the IEC:
<p><input checked="" type="checkbox"/> You will be informed of this first acceptance by email.</p> <p>Your file will be transferred to the Visas and Immigration Service for the second phase of evaluation.</p>	<p><input checked="" type="checkbox"/> You will be informed of the refusal by email.</p> <ul style="list-style-type: none"><li>• The participation fee that you will have paid will be reimbursed by electronic bank transfer to the account for which you will have provided information.</li></ul> <p><input checked="" type="checkbox"/> You will receive a final email to inform you that the reimbursement has been completed.</p>

**REMINDER:** All applications that are incomplete or non-compliant will be refused without having been examined.

### PHASE 2: Visas and Immigration Service

If your application is accepted by the IEC, it will be examined by the Visas and Immigration Service as per Canadian immigration law and regulations.

#### a) If your application meets the criteria set by Visas and Immigration Service:

A notification will be sent to you **by email** that medical examination forms are available at the reception of the Canadian Embassy in Riga, Baznicas 20/22, 6<sup>th</sup> floor. We will not send the forms by mail!

You will be required to undergo medical examination if:

- **you intend to stay in Canada for more than six months and if, in the year before you apply to visit Canada, you have spent more than six consecutive months in a designated country, including Latvia** (list of designated countries: <http://www.cic.gc.ca/english/information/medical/dcl.asp#1>);
- you foresee working with children, in elementary or secondary education, or health services;
- you have answered positively to the question 19 B of the application form.

You must use **the medical form sent by our office** for your medical examination. A list of **designated medical practitioners** will also be provided. The price of the complete medical exam is approximately 150 LVL (incl. medical examination, analysis and tests, x-ray and shipping costs).

**Note:** Medical examinations done by other than designated medical practitioner and/or not using the provided medical form will not be accepted.

You will have 30 days to undergo the medical examination. If you will not succeed your application will be closed and participation fee reimbursed!

**If your application is accepted by the Visas and Immigration Service:**

☒ A **Letter of Introduction** will be sent to you **by email** to the address that you will have provided on the application form. (No paper copy will be sent.) Don't forget to check your junk mail!

**If your application is refused by the Visas and Immigration Service:**

- ☒ You will receive a letter by e-mail explaining the reasons for the refusal.
- The IEC will refund the participation fee that you will have paid. This will be done by electronic bank transfer to the account for which you will have provided information.
- ☒ You will be notified by email when the IEC has initiated the reimbursement process, and will receive a final message notifying you of its completion.

**Reminder:** You must present proof of comprehensive insurance coverage (health care / hospitalization / repatriation) to Immigration officials upon your arrival to Canada. Your insurance policy must be valid for the duration of your stay in Canada.

**Processing times:**

1<sup>st</sup> phase evaluation by International Experience Canada Unit can take up to two (2) weeks.

2<sup>nd</sup> phase evaluation by Visa and Immigration Service can take up to five (5) weeks.

Please note that the processing times do not include delays that occur due to medical examination.

**We will not respond to any enquiries concerning your file within this processing time.**

**NOTE:**

- Your Letter of Introduction will indicate your start date in Canada. Your internship must begin between January 1 and December 31, 2010.
- Your temporary work permit will be issued at the point of entry to Canada upon presentation of your Letter of Introduction and proof of insurance coverage. It will be valid for the duration specified by the company or host institution (maximum 12 months).
- You may enter and exit Canada during the validity of your work permit. You must ensure that you meet the entrance requirements of the country you plan to visit. The Embassy of Canada in Latvia cannot respond to questions concerning entrance requirements or travel restrictions for countries other than Canada.
- The Internship work permit cannot be extended or renewed.
- The Embassy does not have lists of job offers, accommodation or information regarding insurance policies.

**IMPORTANT:**

You are advised not to make any definitive arrangements until you receive the Letter of Introduction (i.e. purchase your plane ticket, etc.).

## PRIVACY NOTICE STATEMENT

*Foreign Affairs and International Trade Canada* is committed to respecting the privacy rights of individuals, including safeguarding the confidentiality of information provided by individuals.

Participation in the International Experience Canada is voluntary. Submission of your application package to the Embassy of Canada constitutes your consent to the collection, use, storage, and disclosure of your personal information. The information that you provide on the International Experience Canada Application and Declaration forms is collected under the *Department of Foreign Affairs and International Trade Act* for the purpose of administering the International Experience Canada and determining your eligibility to participate in the programs.

Your personal information will be shared with *Citizenship and Immigration Canada (CIC)* and *Canada Border and Services Agency (CBSA)* under the authority of the *Immigration and Refugee Protection Act* in order to determine your eligibility to enter Canada and receive a work permit.

Also, your personal information will be used to send you two survey questionnaires for statistical purposes.

All information collected under the International Experience Canada will be retained for a minimum of two (2) years and a maximum of twenty (20) years after your participation in the International Experience Canada. It will then be destroyed.

Individuals to whom the personal information pertains have the right to the protection of and the access to their personal information under the *Privacy Act*, subject to certain exceptions and exemptions.

The personal information collected for the International Experience Canada appears in the Personal Information Bank (PIB) FAI PPU 901 for Foreign Affairs and International Trade Canada, and in PIB CIC PPU 051 for Citizenship and Immigration Canada, both of which are described at the following website: [www.infosource.gc.ca](http://www.infosource.gc.ca)

**DECLARATION FORM**

I will have and retain comprehensive travel medical insurance that will cover my period of stay in Canada. I acknowledge that I am fully responsible for covering any medical expenses I may incur during my stay in Canada as a result of injury or illness. I acknowledge that if I don't have medical insurance at any time during my stay in Canada I will no longer be eligible to participate in the International Experience Canada, and neither the Government of Canada nor the provincial or territorial government in the Canadian province or territory in which I am staying can be held accountable for my medical fees and expenses.

I acknowledge that my dependent(s) (i.e. wife/husband, child/children) can NOT accompany me to Canada under this program. My dependent(s) must submit a separate application to enter Canada; for example, as a International Experience Canada participant, visitor, student or worker.

I acknowledge that if I am accepted to the International Experience Canada and am issued a Letter of Introduction, but do not participate in the International Experience Canada during the period in which the letter is valid, the issuance of the Letter will count as a participation and I will therefore not be allowed to re-apply to the International Experience Canada in this category, unless multiple participations in the same category are allowed according to the terms of the Agreement or Memorandum of Understanding between Canada and my country.

I will enter Canada with a return or departure ticket or with sufficient funds to purchase a return ticket at the beginning of my stay in Canada.

I intend to leave Canada before the expiry of my passport or before the expiry of my Work Permit, whichever comes first.

I have read and understood the necessary information on the Embassy of Canada in International Experience Canada website, at [www.latvia.gc.ca](http://www.latvia.gc.ca) so that I am knowledgeable of the implications of my application.

I solemnly swear that I have completed the International Experience Canada. Application and Declaration forms accurately and truthfully to the best of my knowledge, and I have not falsely represented myself in any way. I acknowledge that if I have knowingly falsely represented myself, my application package will not be accepted, and I will not be reimbursed the participation fee that I have paid to the International Experience Canada.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(DD / MM / YYYY)

**BANK ACCOUNT DETAILS**

**Bank account details:**

Account holder: \_\_\_\_\_

Personal code: \_\_\_\_\_

Address of the account holder: \_\_\_\_\_

Country \_\_\_\_\_

Bank: \_\_\_\_\_

Address of the bank: \_\_\_\_\_

Country \_\_\_\_\_

SWIFT code / BIC: \_\_\_\_\_

IBAN: \_\_\_\_\_

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*Please transfer the refund to the account above.*

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Family information** – even if non-accompanying / **Informations additionnelles sur la famille**, même s'ils ne vous accompagnent pas

## Section A / Section A

Name and surname Prenom et nom	Relationship Lien de parenté	Date of birth Date de naissance	Place of birth Lieu de naissance	Marital status État civil	Present address Adresse actuelle
	Spouse or common-law partner Époux ou conjoint de fait				
	Mother Mère				
	Father Père				

## Section B / Section B

## Children/ Enfants

Name and surname Prenom et nom	Relationship Lien de parenté	Date of birth Date de naissance	Place of birth Lieu de naissance	Marital status État civil	Present address Adresse actuelle

## Section C / Section C

## Brothers and Sisters / Frères et Soeurs

Name and surname Prenom et nom	Relationship Lien de parenté	Date of birth Date de naissance	Place of birth Lieu de naissance	Marital status État civil	Present address Adresse actuelle

## Section D / Section D

## Spouse's Parents, Brothers and Sisters / Parents, frères et soeurs de l'époux

Name and surname Prenom et nom	Relationship Lien de parenté	Date of birth Date de naissance	Place of birth Lieu de naissance	Marital status État civil	Present address Adresse actuelle
	Mother Mère				
	Father Père				



## **International Experience Canada**

### **Latvia**

## **Internship 2010**

**Mandatory documents, to be submitted in the following order:**

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- First copy**
  - Application form duly completed, signed and dated**
  - 2 identity photos**
  - Photocopy of the identification pages of your passport**
  - Family composition sheet**
  - Photocopy of your internship or work term offer**
  - Proof of funds (if applicable)**
  - Photocopy of your student card**
  - Complete and up-to-date curriculum vitae**
  
- Second copy**
  - Application form duly completed, signed and dated**
  - Declarations form**
  - Bank account details**
  - Copy of proof of the bank transfer of the participation fee**
  - Complete and up-to-date curriculum vitae**