



International Experience Canada (IEC) – Application and Declarations Form

IEC Category: Working Holiday 2011 (DE-11-WHC)

Please send your application to the following address:

**Embassy of Canada
International Experience Canada
Working Holiday (D)
Leipziger Platz 17
10117 Berlin**

The application **MUST** contain **ALL** of the following in the order below:

(Please do not staple the documents and do not use sheet protectors)

- The completed and signed IEC application and declarations form (page 2, 3, 4, 5 and 6 of this document). NB: You have to include your bank details for possible reimbursement of the program participation fee;
- Print-out of the completed application form for a work permit (IMM1295, see: www.cic.gc.ca/english/pdf/kits/forms/IMM1295E.PDF). NB: Please enable JavaScript in your browser, fill in all required fields online including an email address and a mailing address in Germany, validate the form, print all five pages, then sign and date it; for additional information about the application form, please refer to the website of Citizenship and Immigration Canada at www.cic.gc.ca or to our guidelines in German at www.canadainternational.gc.ca/germany-allemande/assets/pdfs/IEC_EIC-MERKBLATT-2011-deu.pdf
- 2 passport-size photos with your name on the back of each of the photographs (see specifications: www.cic.gc.ca/english/information/applications/photospecs.asp);
- A clear photocopy of the page of your passport that shows your personal data, your photo and the validity of the passport. Do not include your actual passport with your application;
- An **original** German police certificate (“polizeiliches Führungszeugnis - Privatführungszeugnis”) which is **not older than 12 months** (for more information see: www.bundesjustizamt.de);
- Proof of payment of the participation fee.
See detailed instructions on method of payment on page 3 of this document;
- Stamped, self-addressed return DIN Lang envelope – 110x220mm (Standard letter envelope with a 0.55 cent stamp).

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Section A: Personal Information

Section B: OFFICE USE ONLY

SURNAME (FAMILY NAME)		WTN Ref. #	DE-11-WHC-
FIRST & SECOND NAMES		Signatures	Y <input type="checkbox"/> N <input type="checkbox"/>
DATE OF BIRTH		Fee Paid	Y <input type="checkbox"/> N <input type="checkbox"/>
COUNTRY OF CITIZENSHIP		Police Certificate	Y <input type="checkbox"/> N <input type="checkbox"/>
COUNTRY OF BIRTH		Date Received (stamp)	
GENDER	<input type="checkbox"/> male <input type="checkbox"/> female		
PASSPORT NUMBER			
PASSPORT EXPIRY			
MARITAL STATUS* check the appropriate box	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> common law partner		
HIGHEST LEVEL OF STUDIES OBTAINED	<input type="checkbox"/> high school <input type="checkbox"/> apprenticeship <input type="checkbox"/> university/ college		
MAILING ADDRESS			
EMAIL ADDRESS			
HOME PHONE NUMBER			
CELL PHONE NUMBER			

*The IEC applicant understands that dependent(s) may not accompany the applicant under his/her application. Dependent(s) of IEC applicants / participants must submit an individual application (e.g., visitor, worker, student) to enter Canada.

1. PROGRAM PARTICIPATION FEE & PROOF OF PAYMENT:

1.1. Participation Fee Payment Method:

Please consult the site www.kanada.de/iec/ for the current euro value of the fee before submitting your application.

I have attached a compliant proof of payment certificate / statement to show that a transfer of funds (Überweisung) has been made from my bank account to the following account:

Canadian Embassy

Deutsche Bank Berlin

Bank code (BLZ): **100 700 00**

Account number (Konto): **2374700**

BIC (Bank Identifier Code)/ SWIFT-CODE: DEUTDEBB

IBAN (International Bank Account Number): DE60 1007 0000 0237 4700 00

Payment Purpose (Verwendungszweck) must include: **Name of Category, Your Name and date of birth** (e.g.: Working Holiday, Mary Musterman, 24.11.1982)

The Embassy does not have facilities to accept cash payments. Applicants are instructed to **not** send cash through the mail or by commercial courier. It will not be accepted and the Embassy does not accept any responsibility for cash that is returned but does not reach the applicant.

1.2. Applicant Bank Account Information:

Please provide your personal bank account details as requested below so that a reimbursement can be issued to you automatically if your application cannot be accepted.

Name of account holder: _____

Name of Banking Institution: _____

Account Number: _____

BLZ: _____

IBAN and BIC international transfer codes if necessary:

1.3. Proof of Payment:

Proof of payment must be attached to your application package. The receipt must be legible and the payment purpose must contain your name and your date of birth.

If your proof of payment is not included, or if you have paid an incorrect amount for your participation fee, your application will be returned to you unprocessed. An explanation will be provided of why your application has not been accepted, and you will only be able to re-submit your application to the Canadian Embassy when your application is compliant with the requirements of the IEC.

1.4. Participation Fee Reimbursement:

The IEC participation fee will only be reimbursed if:

- An application package is not accepted due to being incorrectly or incompletely filled out;
- You do not meet the criteria of the IEC and thus cannot be a participant; or,
- You cannot be issued a work permit by Citizenship and Immigration Canada by reason of a pre-existing medical condition or criminal record or because you have not been able to establish that you will come back to your home country; or,
- The established participation quota for the IEC in your country has been filled and no more applications can be accepted or the quota for the category for which you are applying has been filled and no more applications can be accepted; or,
- You voluntarily withdraw before the Letter of Introduction is issued by Citizenship and Immigration Canada.

The participation fee you have paid will NOT be reimbursed if:

- A Letter of Introduction has been issued to you by Citizenship and Immigration Canada, thereby confirming that a work permit will be issued to you at the Port of Entry. From the moment that your Letter of Introduction is issued, you are deemed to be a participant, whether you end up participating or not; or,
- You include inaccurate information on the application or declaration form to circumvent the official requirements of the IEC, and, as such, falsely represent yourself.

2. DECLARATION FORM:

Please read the following declarations carefully, and place an “X” in the box when you have completed the associated task:

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 an “International Experience Canada” participant, visitor, student or worker.

I will enter Canada with a return or departure ticket or with sufficient funds to purchase a return ticket during 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 Germany “International Experience Canada” website, at www.kanada.de/iec/, 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”.

I acknowledge that if I am accepted as a participant in the IEC and am issued a Letter of Introduction, but do not participate in the IEC during the period in which the letter is valid, it will still count as a participation.

I acknowledge that it is the policy of International Experience Canada to discuss my application only with me, and that at no time will the follow-up to my file be discussed with a third party (e.g. : parents, lawyers, consultants, travel company, etc.). I acknowledge that I must submit my application. I also know, however, that it is possible for a third party to help me fill in my IEC application form before I submit it. I acknowledge that even if I receive advice from a third party, I am responsible for all of the information contained in my application form.

3. APPLICANT RESPONSIBILITY:

It is your responsibility to ensure that you have filled in the IEC Application and Declarations forms accurately and correctly. Incomplete, unsigned, or non-compliant application packages will not be processed. A refusal letter will be sent.

Please note that

- incomplete applications, i.e. applications that are missing one or more of the above items, will not be processed and will be returned to the sender
- your passport should be valid for your whole stay in Canada. The work permit can not be valid longer than your passport.

If you have further questions, please consult the following website at www.kanada.de/iec/ and note that there is no telephone service available.

To ensure that your application to International Experience Canada is accepted, please ensure that all necessary supporting documentation has been attached to the Application and Declarations forms, and forward your application package, by postal mail, to the following address:

**Embassy of Canada
International Experience Canada
Working Holiday (D)
Leipziger Platz 17
10117 Berlin, Germany**

4. 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 “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.

5. Signature of applicant

- No one can sign your application form on your behalf
- You must submit an original application
- You must sign the same way as in your passport

SIGNATURE:

DATE:

DD / MM / YYYY