



International Experience Canada – Application and Declarations Form

International Experience Canada, Public Affairs Section WHP, The Embassy of Canada, 7-3-38, Akasaka, Minato-ku
Tokyo 107-8503- tokyo.whp-pvt@international.gc.ca

Section A: Personal Information		Section B: OFFICE USE ONLY	
SURNAME <small>(as in passport)</small>		WTN Ref. #	
FIRST NAME <small>(as in passport)</small>		GCMS File Ref. #	
MIDDLE NAME <small>(as in passport)</small>		Prev. CAIPS or FOSS #	
DATE OF BIRTH		Date Received	
COUNTRY OF CITIZENSHIP		Signatures	Y <input type="checkbox"/> N <input type="checkbox"/>
COUNTRY OF BIRTH		PF Paid	Y <input type="checkbox"/> N <input type="checkbox"/>
GENDER		Information Attached	Y <input type="checkbox"/> N <input type="checkbox"/>
PASSPORT NUMBER		Prev. Participation	Y <input type="checkbox"/> N <input type="checkbox"/>
PASSPORT EXPIRY		Medical Condition	Y <input type="checkbox"/> N <input type="checkbox"/>
MARITAL STATUS* <small>check the appropriate box</small>	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> separated <input type="checkbox"/> common law partner	Criminal Record	Y <input type="checkbox"/> N <input type="checkbox"/>
CURRENT LEVEL OF STUDIES OR HIGHEST LEVEL OBTAINED			
COMPLETE MAILING ADDRESS			
EMAIL ADDRESS			
HOME PHONE NUMBER <small>(If applicable)</small>			
CELL PHONE NUMBER <small>(If applicable)</small>			
*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.			



Section B: Signature	
<ul style="list-style-type: none"> ▪ 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

Section C: Work-Specific Information (not applicable to WHP)	
Name and complete address of employer in Canada:	
Job Title and brief description of the position:	
DATE you are expected to begin work in Canada: DD / MM / YYYY	DATE you expect to finish work in Canada on: DD / MM / YYYY

Section D: Supplementary Information and Applicant Declarations

1. IEC CATEGORY & Recognized Organization:

1.1 IEC Category:

Working Holiday (non-work specific)

This category applies to participants who intend to travel in Canada while being authorized to work if they so choose. This is a non work-specific category and applicants do not need to show a contract of employment.

1.2 IEC Recognized Organization:

If you are applying to participate in the IEC via one of the Canadian organizations recognized by the IEC, please indicate on the line below, through which organization you are applying to the IEC:

Recognized Organization: _____

2. PROGRAM PARTICIPATION FEE & PROOF OF PAYMENT:

2.1 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.



2.2 Participation Fee Refund:

The participation fee you have paid to participate in the IEC will only be refunded if:

- You do not meet the mandatory requirements of the IEC and thus cannot be a participant;
- You cannot be issued a work permit by Citizenship and Immigration Canada; or,
- The established participation quota for the IEC in your country has been filled and no more applications can be accepted;
- Application voluntarily withdrawn before processing completed.

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

- A Letter of Introduction has been issued to you by the Canadian Embassy to welcome you as a participant in the IEC; or,
- You include inaccurate information on the Application and Declarations form that circumvents the official requirements of the IEC, and as such, knowingly or unknowingly, falsely represent yourself.

2.3 Participation Fee Payment Method:

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

Payment must be made by bank transfer **in yen only** to following account.

Beneficiary bank: Citibank

Branch: Honten (730)

Branch address: 2-3-14 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8639

Branch telephone number: 0120-039-104

Account type: Savings

Account name: CANADIAN EMBASSY

Account number: 7645782

Swift code: CITIJPJT

Enter the full name of the Working Holiday Program applicant as the payer. Please note that you are responsible for the payment of any service charge levied by the bank. You must transfer the exact amount stated on this page.

Payment Purpose: IEC-EIC, your name, your date of birth (for example, IEC-EIC, Joseph Black, November 24, 1982)

(The applicant is responsible for ALL bank charges.)

2.4 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: _____

International Transfers Codes (if necessary): _____

3. PORT OF ENTRY:

In order to be issued a work permit, you must declare which province or territory in Canada that will be your port of entry (The port of entry is the place where you will enter Canada, normally the first Canadian airport where you plane lands, or where you cross the border. This will be where you go through customs and where you will be examined by an officer). Please place an "X" in **one** of the boxes below, to indicate which province or territory will be your port of entry:

British Columbia

New Brunswick

Alberta

Nova Scotia

Saskatchewan

Newfoundland and Labrador

Manitoba

Northwest Territories

Ontario

Yukon

Quebec

Nunavut

4. APPLICANT RESPONSIBILITY:

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

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 form, and forward your application package, by mail, to the following address:

International Experience Canada
Public Affairs Section WHP
The Embassy of Canada
7-3-38, Akasaka, Minato-ku
Tokyo 107-8503
Japan



5. PRIVACY 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 between *Foreign Affairs and International Trade Canada (DFAIT)*, *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 International Experience Canada will be retained until you reach 37 years of age. 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 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.



6. APPLICANT DECLARATIONS: *(checklist to be expanded or reduced as necessary per mission requirements)*

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

I will procure and retain comprehensive travel and health care insurance, including hospitalization and repatriation which will cover my entire 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, illness or death. I acknowledge that if I choose to cancel my medical insurance at any time during my stay in Canada I will no longer be eligible to participate in the IEC, and neither the Government of Canada nor the provincial government in the Canadian province in which I am travelling can be held accountable for any of 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 IEC participant, visitor, student or worker.

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 for any reason, during the period in which the letter is valid, it will still count as a participation and I will not be refunded.

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

I will enter Canada with a return or departure ticket or with sufficient funds to purchase a departure ticket.

I possess sufficient funds to cover my living expenses (room & board, etc.) for the initial period of my intended stay in Canada (minimum of \$2,500 CAD). I acknowledge that if I intend to undertake a non-remunerated work placement, I may be asked to demonstrate that I have additional funds.

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 own 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.

I solemnly swear that I have completed the IEC Application and Declarations form 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, or unknowingly, 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 IEC.

Signature of Applicant: _____

Date: _____
(DD / MM / YYYY)