



Spain

## Internship / On-the-Job Training 2010

This category is designed for Spanish registered students of a postsecondary educational institution or training centre who wish to complete part of their academic training through a pre-arranged internship in Canada, including under inter-institution agreements (maximum 12 months).

**The internship / on-the-job training placement must begin before 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 Spanish citizen and habitually reside in Spain;
- Hold a valid Spanish passport (validity must exceed stay in Canada by one day);
- Be currently enrolled in a postsecondary educational institution or training centre;
- Have an internship or on-the-job training offer in Canada;
- Have not previously participated in this category of the *Experiencia Internacional Canadá* initiative;
- Possess sufficient funds to cover expenses in Canada for the duration of the stay (700€ / \$1 000 CAD per month);
- Have comprehensive insurance coverage (health care/hospitalization/repatriation) valid for the duration of the stay. Proof of this insurance coverage must be presented to Immigration officials upon arrival in Canada.

## SUBMIT YOUR APPLICATION IN FIVE STEPS:



**Please read the following instructions carefully**  
**Incomplete application = Refused application**

1. a) Download and print the Download Certificate. Attach it as the cover page of your application.
- b) Fill in the 3-page IEC Application Form on your computer, print two copies, sign and date them.
- c) Complete the Declaration Form on your computer, print, sign and date it.

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

- a) **First copy of the 3-page IEC Application Form** duly completed, signed and dated with:
  - **2 identity photos** as per the requirements set out by Citizenship and Immigration Canada: [www.cic.gc.ca/english/pdf/photospecs-e.pdf](http://www.cic.gc.ca/english/pdf/photospecs-e.pdf).
  - **Photocopy of the identification pages of your passport** (family name, given name(s), date and place of birth, issuance and expiry dates). Your passport must be valid for at least one day beyond the date of your stay in Canada. Do not send your original passport.
  - i) **Photocopy of the internship or on-the-job training offer, in your name**, signed by the person under whom you will do your internship or work placement in Canada. This document must be on company letterhead and must specify the start and end dates, gratification (if applicable), hours worked per week, and duties related to your training. In the absence of letterhead, the company can stamp the offer or provide its business number

**Or**

- ii) **Photocopy of your internship agreement**, specifying the start and end dates of your placement, gratification (if applicable), hours worked per week and duties related to this training. As for the signatures, the internship agreement must have, as a minimum, your employer's signature and the stamp or seal of the company in Canada, or, in the absence of a stamp or seal, must include the employer's business number.

In the application kit, you will find a note for employers in Canada. We encourage you to send this document to your employer in order to ensure that your job offer includes all the required information.

- **Photocopy of your student card or certificate of enrolment** valid at the time of application and for the duration of your internship / on-the-job training placement in Canada. The period of validity must appear clearly on this photocopy.
- **If no remuneration is expected or if this amount will be less than 700 Euros/\$1 000 CAD per month**: proof of funds for the duration of your stay in Canada (700 Euros or \$1 000 CAD per month). The proof can be the "Proof of Funds-Candidate" Form, filled out by your bank, or a bank document signed, dated and stamped, incorporating the required information.

If a third party will be providing the funds (i.e. a family member, legal guardian, etc.), include:

- A "**Proof of Funds-Third Party**" Form or a **bank document** signed, dated and stamped by the bank stating that this third party has sufficient funds to cover your living expenses for the duration of your stay in Canada.
- A **letter**, signed by this person, stating that he/she agrees to be financially responsible for you during this time. This letter must be written in English or French;
- A **photocopy of either this person's valid DNI or the identification pages of his/her valid passport** (family name, given name(s), date and place of birth, issuance and expiry dates)

*The proof of funds document and letter must have been issued within the last 3 months. Legible photocopies are accepted. Keep a copy of these documents to present them upon your arrival to Canada.*

- **Complete and up-to-date curriculum vitae.** Specify the degree or diploma you are currently completing, as well as the dates and locations of all your previous study and work experiences (city, country). This document must be written in English or French.
- b) Second copy of the 3-page IEC Application Form (without photos)** duly completed, signed and dated with:
- **Declaration Form** duly completed, signed and dated;
  - **Photocopy of receipt of payment**, by bank transfer, of the participation fee (ex: bank transfer slip, internet print out);
  - **Your international bank account details** so that we may reimburse participation fee, if necessary.

**Note:**

- It is your responsibility to ensure that the information provided in the IEC Application and Declaration Forms is accurate and correct.
- The IEC Application Form is the only document that must be submitted in duplicate. Each application form must include your original signature.
- The signature on each form (IEC Application, Declaration) must correspond to the one appearing in your passport. No one can sign these forms on your behalf.
- All documents must be in English or French, or accompanied by a translation in English or French. Translations must be done by a professional translator that must attach his or her business card or a document with letterhead. The translations do not need to be certified
- All photocopies must be legible. They do not need to be certified or legalized.
- We keep all documents submitted. Please keep a copy for your files.
- The Embassy of Canada reserves the right to ask for additional information and/or carry out additional checks to verify information in your file before making its decision (i.e. ask for original documents, contact your potential employer, etc.).

If a medical examination will be required (i.e. for work with children, in elementary or secondary education, or in health services). The Visas and Immigration Service of the Embassy of Canada in France will send separate instructions to you after having reviewed your application. The results of this examination will be required in order to complete your application

For more details : [www.cic.gc.ca/english/information/medical/medexams-temp.asp](http://www.cic.gc.ca/english/information/medical/medexams-temp.asp)

**3. Pay the participation fee by electronic bank transfer. No other form of payment will be accepted.**

The **official participation fee**, in Euros, is found on the website of the Embassy of Canada in Spain [www.espana.gc.ca](http://www.espana.gc.ca).

**Only the amount indicated on this website will be accepted.**

This amount is subject to fluctuation and is updated daily. On the day you will make your bank transfer, it is imperative that your payment amount correspond to the participation fee indicated on the website. No other amount will be accepted.

Here are the instructions to give to your bank:

Transfer to: **PIJ – EMBASSY OF CANADA**

Bank : **BRED Banque Populaire**, 66 Ave des Champs-Élysées, 75008 Paris, France

For transfers from a country **other than France**:

IBAN (International Bank Account Number): **FR76 1010 7001 3800 5150 2268 847**

BIC code (Swift): **BREDFRPP**

The transfer must include written mention of your **family name, given name(s) and date of birth as well as the number appearing on your Download Certificate**. The receipt must be legible, show the date of the transfer and the number of the account to which the fee was transferred.

**4.** Complete the **checklist** and insert it after the Download Certificate.

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

**International Experience Canada (ES-STA 2010)  
Embassy of Canada in France  
35, avenue Montaigne  
75008 Paris  
FRANCE**

Applications will only be accepted by mail. Applications that are sent by fax, email or delivered in person will be refused without being examined.

## **PROCESSING YOUR APPLICATION:**

You will be kept up to date by email of the status of your application, from the time it is received at the Embassy of Canada in France to the completion of its evaluation.

Your application will be evaluated at the Embassy of Canada in France in two phases: first, by the Youth Mobility Unit and then by the Visas and Immigration Service.

To find out the current processing times that apply to your file during each of these phases, please consult our website: [www.espana.gc.ca](http://www.espana.gc.ca).

### **PHASE 1: Youth Mobility Unit (YMU)**

You will receive an email acknowledging receipt of your application.

The Youth Mobility Unit will then examine your application as per the instructions provided earlier and the provisions of the Canada-Spain Agreement Concerning Youth Exchanges.

#### **a) If your application is accepted by the Youth Mobility Unit:**

- You will be informed of this first acceptance by email.
- Your file will be transferred to the Visas and Immigration Service for the second phase of evaluation.

#### **b) If your application is refused by the Youth Mobility Unit:**

- You will be informed of the refusal by email.
- 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.
- You will receive a final email to inform you that the reimbursement has been completed.

**REMINDER: All applications that are incomplete or non-compliant will be refused without having been examined.** In order to re-submit an application, you will have to download a **new** kit. Your old application kit will no longer be valid.

## PHASE 2: Visas and Immigration Service (VIS)

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

### a) 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!

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.

### b) If your application is refused by the Visas and Immigration Service:

- You will receive a letter by mail explaining the reasons for the refusal.
- The Youth Mobility Unit 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 YMU has initiated the reimbursement process, and will receive a final message notifying you of its completion.

The processing time that applies to your file is that which is indicated on the website of the Embassy of Canada in Spain on the day your application is received by the Youth Mobility Unit (defined by the date on which the 'Acknowledgement of Receipt' email is sent).

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

If you have not received a letter or an email informing you of the Embassy's decision after the total processing time indicated on our website, or your internship starts in less than one week, please alert us to this situation by completing the appropriate form available on this page:

[www.amb-canada.fr/iec/processing](http://www.amb-canada.fr/iec/processing).

This form is to be used ONLY if the total processing time has been exceeded and/or your internship start date is in less than one week.

### Note:

- Your internship/on-the-job training placement must begin before December 31<sup>st</sup> 2010.
- Your work permit will be issued at the port of entry to Canada upon presentation of your letter of introduction, passport and proof of insurance coverage. It will be valid for the duration indicated on your internship/on-the-job training offer (maximum 12 months).
- You may enter and exit Canada as you wish during the validity of your work permit. If you plan to travel to another country, you must ensure that you meet the entrance requirements of the country you plan to visit.
- The Embassy of Canada does not have lists of job offers or accommodation, and cannot provide 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.).**