

# Student Application Manual

A thorough step-by-step guide  
through our application process.

TECHNATION<sup>CA</sup>

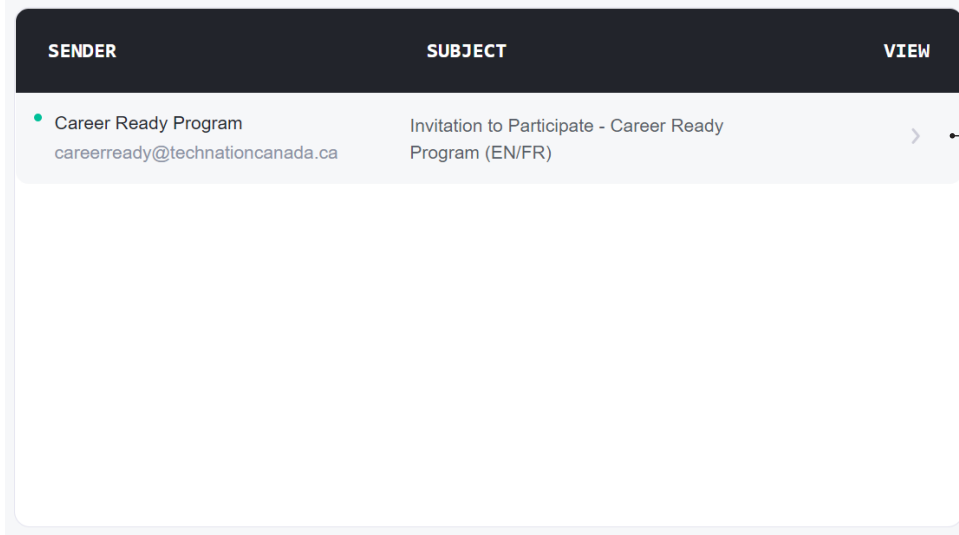


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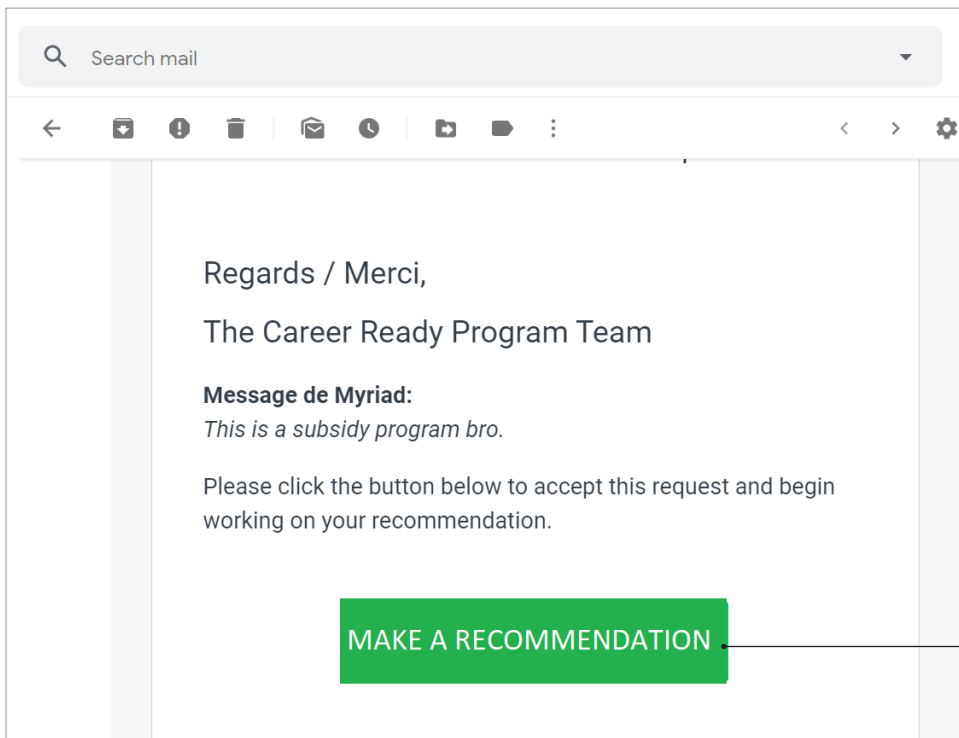
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# Invitation to Participate

Receive an email from ITAC (or TECHNATION; we are undergoing a re-brand).

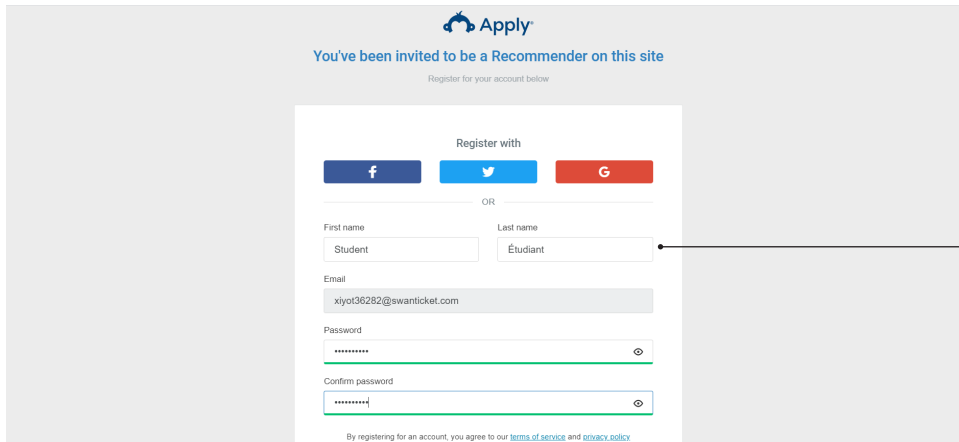


Your employer has begun an application to have your work term salary subsidized through our program. They have invited you to complete your portion of the application.



You as the student are referred to as a recommender during the application process.  
Click **MAKE A RECOMMENDATION.**

# Create an Account

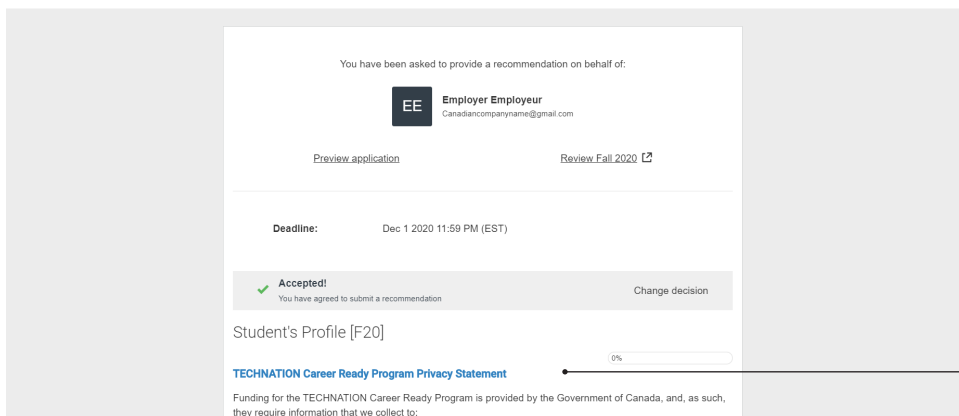


The screenshot shows the 'Apply' registration page. At the top, it says 'You've been invited to be a Recommender on this site' and 'Register for your account below'. The registration form is titled 'Register with' and offers three options: Facebook, Twitter, and Google. Below these is an 'OR' separator. The form fields include: 'First name' (with 'Student' entered), 'Last name' (with 'Étudiant' entered), 'Email' (with 'xlyot36282@swanticket.com' entered), 'Password' (with masked characters), and 'Confirm password' (with masked characters). At the bottom, there is a small text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)'.

Create a username, password and enter your email address.

Once you create an account, you'll see the employer application you've been assigned to. If you're having difficulties logging in, you might be using the same computer that someone else with a SurveyMonkey Apply account was just using; make sure they log out.

# Sign Privacy Statement



The screenshot shows a page titled 'You have been asked to provide a recommendation on behalf of:'. It features a profile for 'Employer Employeur' with a logo 'EE' and email 'Canadiancompanyname@gmail.com'. There are two buttons: 'Preview application' and 'Review Fall 2020'. Below this, the 'Deadline' is 'Dec 1 2020 11:59 PM (EST)'. A green banner indicates 'Accepted! You have agreed to submit a recommendation' with a 'Change decision' link. The page shows 'Student's Profile [F20]' with a progress bar at 0%. A link for 'TECHNATION Career Ready Program Privacy Statement' is highlighted. At the bottom, it states: 'Funding for the TECHNATION Career Ready Program is provided by the Government of Canada, and, as such, they require information that we collect to:'.

Review Privacy Statement, click “**I understand,**” then sign and date. Click **NEXT**.

# Student's Profile

Accepted! You have agreed to submit a recommendation. Change decision

Student's Profile [F20] Draft saved

Tell us about yourself!

Legal First Name: Student

Preferred Name: Student

Last Name: Étudiant

Telephone Number: 5555555555

Permanent Address: 555 Student Street

City: Toronto

Province: Ontario

Postal Code: m6k3b1

Personal Email address:

# Proof of Citizenship and Resume

Please upload one or the following:

- Proof of citizenship (passport, birth certificate)
- Proof of permanent residency
- Proof of protected status
- Provincial health services card

Note: a **driver's license is not accepted**.

Upload two files only if needed (ex: there is a front and back, or multiple pages to a particular document).

Minimum: 1 Maximum: 2

1. Birth Certificate .jpg

Upload another file

Resume

Upload a copy of your resume.

1. CV .docx

PREVIOUS SAVE & CONTINUE EDITING NEXT

Upload a screen capture of your passport, birth certificate, permanent resident card, provincial health services card, or proof of protected status (Driver's license not permitted).

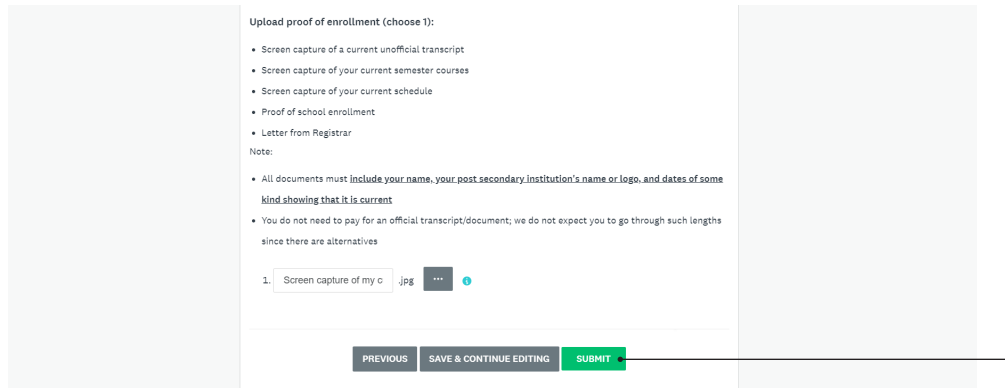
Upload a copy of your resume.

Click **NEXT**.

# Proof of Enrollment

Proof of enrollment must display your name, your post-secondary institution's name, the current semester's date or season, and can be a:

- Screen capture of a current unofficial transcript
- Screen capture of your current semester courses/timetable
- Screen capture of your current schedule
- Letter from Registrar

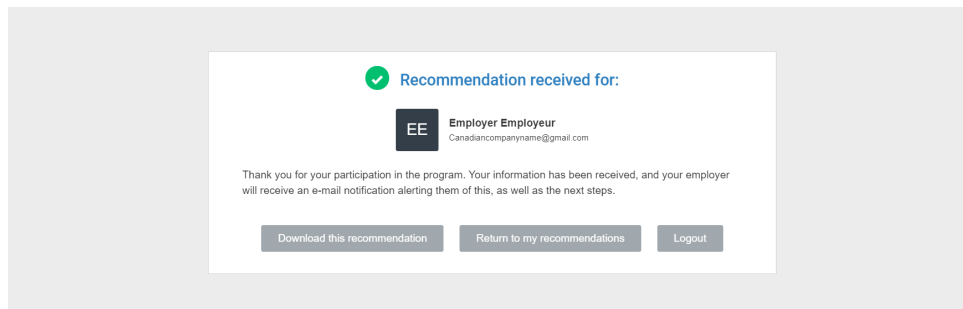


Click **SUBMIT**.

A pop-up window, "Confirm recommendation submission" will appear. Click **YES**.

# Recommendation Received

You will receive an email thanking you for being a part of the program. Your employer will receive an email titled "Student task completed," letting them know that they can now submit the application to be reviewed by the Career Ready team.



## Questions?

Visit us online at [technationcanada.ca/careerready](https://technationcanada.ca/careerready) for more information.  
Visit our FAQ page or reach out to [careerready@technationcanada.ca](mailto:careerready@technationcanada.ca)

