Student Application Manual

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

Regards / Merci,
The Career Ready Program Team

Message de Myriad:
This is a subsidy program bro.

Please click the button below to accept this request and begin working on your recommendation.

Click MAKE A RECOMMENDATION.
Create an Account

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

Review Privacy Statement, click “I understand,” then sign and date. Click NEXT.
Student’s Profile

Tell us about yourself!

Legal First Name: Student
Preferred Name: Student
Last Name: Student
Telephone Number: 555-555-5555
Permanent Address: 555 Student Street
City: Toronto
Province: Ontario
Postal Code: n4k4l1
Personal Email address: 

Proof of Citizenship and Resume

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

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 for more information.
Visit our FAQ page or reach out to careerready@technationcanada.ca