

Student Application Manual

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

TECHNATION^{CA}

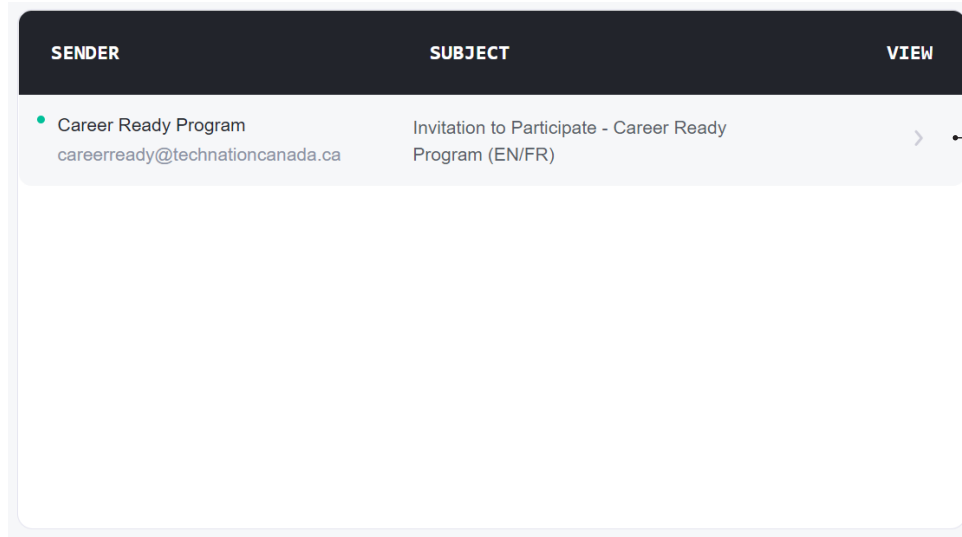


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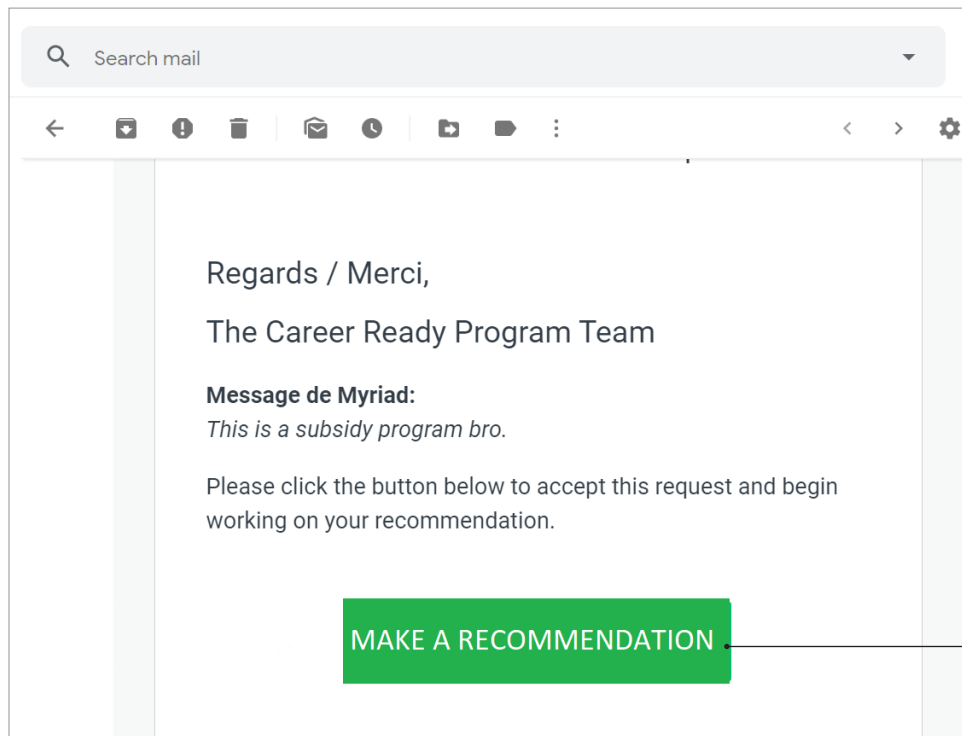
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Invitation to Participate

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

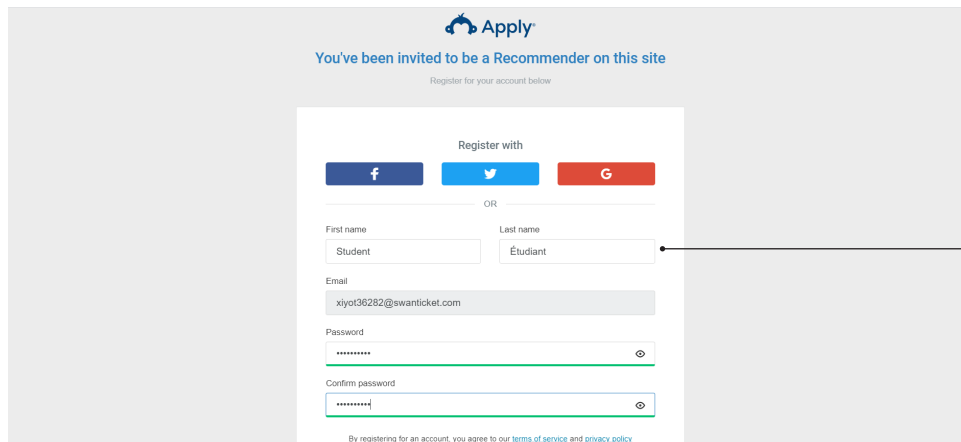


Your employer has begun an application to have your work term salary subsidized through our program. They have invited you to complete your portion of the application.



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

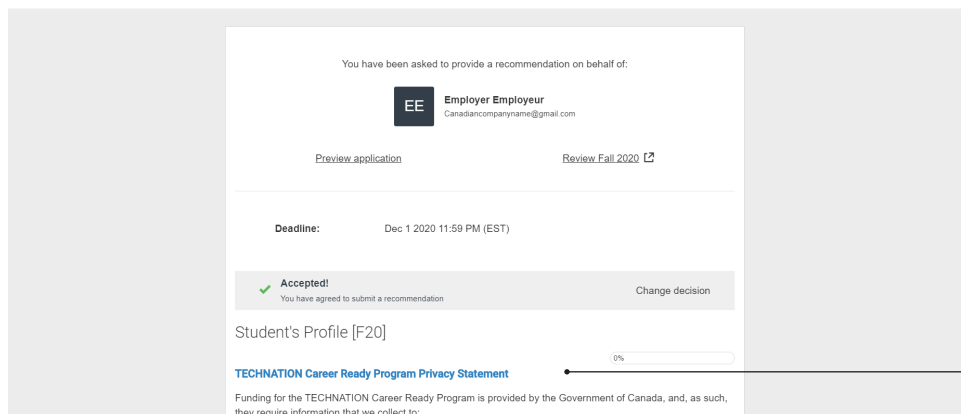
Create an Account



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



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

100%

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 more of the following:

• Proof of citizenship (passport, birth certificate)

• Proof of permanent residency

• Proof of protected status

• Provincial health services card

Note: a drivers 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).

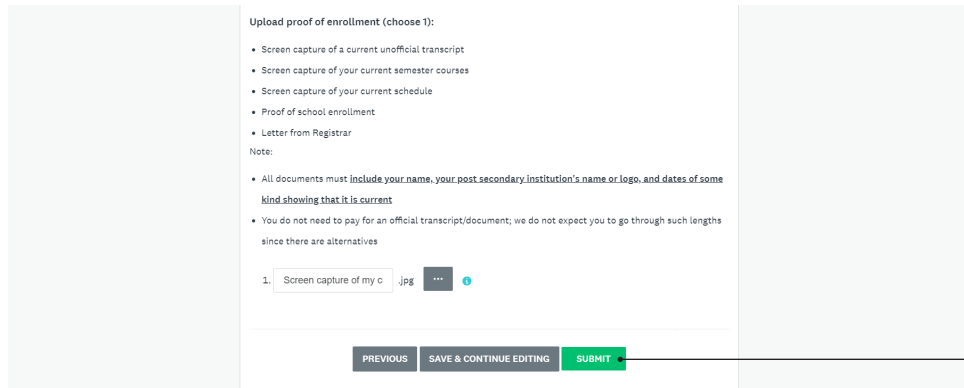
Upload a copy of your resume.

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



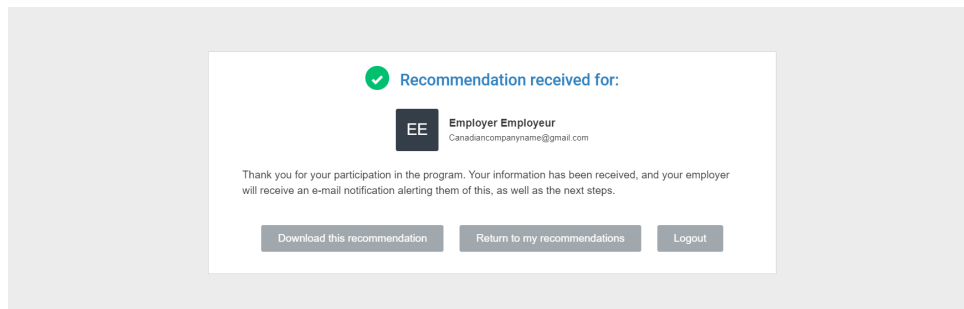
The screenshot shows a web form titled "Upload proof of enrollment (choose 1):". It lists five options: "Screen capture of a current unofficial transcript", "Screen capture of your current semester courses", "Screen capture of your current schedule", "Proof of school enrollment", and "Letter from Registrar". Below the list is a "Note:" section with two bullet points: "All documents must include your name, your post secondary institution's name or logo, and dates of some kind showing that it is current" and "You do not need to pay for an official transcript/document; we do not expect you to go through such lengths since there are alternatives". At the bottom, there is a list of uploads starting with "1. Screen capture of my c .jpg" followed by a file icon and a plus sign. At the very bottom of the form are three buttons: "PREVIOUS", "SAVE & CONTINUE EDITING", and "SUBMIT".

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.



The screenshot shows a confirmation page with a green checkmark icon and the text "Recommendation received for:". Below this is a box containing the letters "EE" and the text "Employer Employeur" and "Canadiancompanyname@gmail.com". A paragraph of text follows: "Thank you for your participation in the program. Your information has been received, and your employer will receive an e-mail notification alerting them of this, as well as the next steps." At the bottom are three buttons: "Download this recommendation", "Return to my recommendations", and "Logout".

Questions?

Visit us online at technationcanada.ca/careerready for more information.

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



Funded by the
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