Student Application Manual

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

Contents

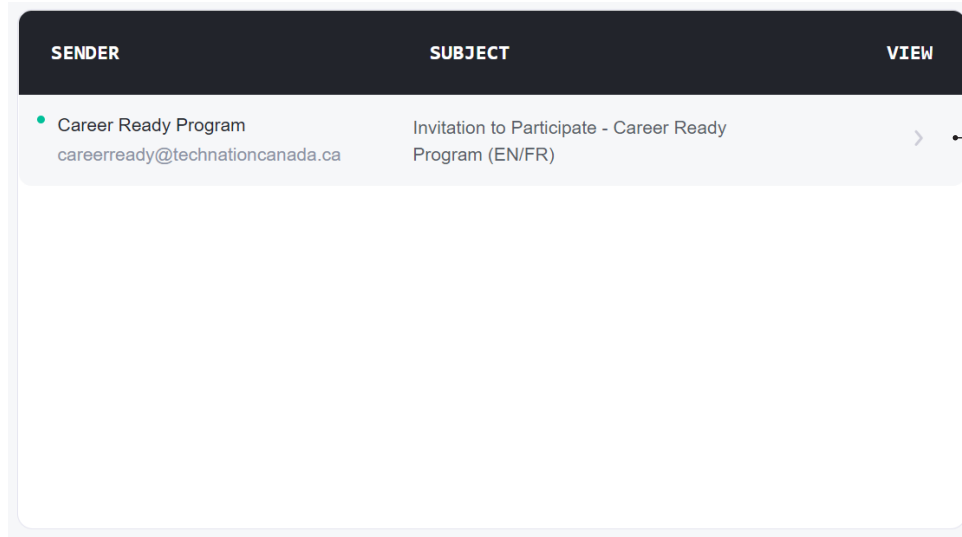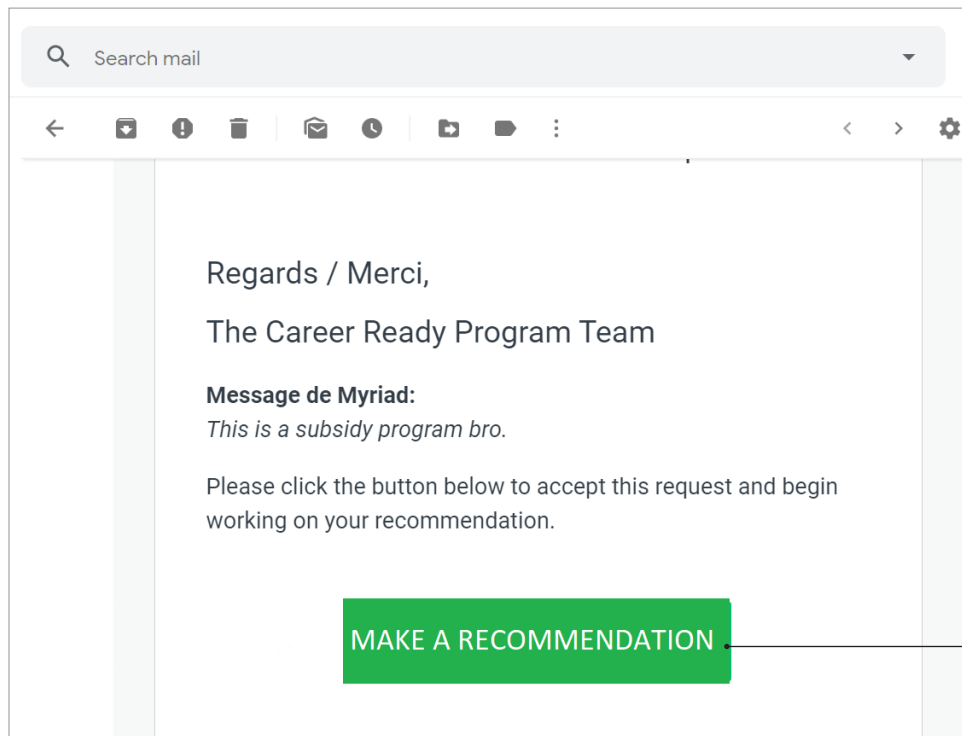# Invitation to Participate

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

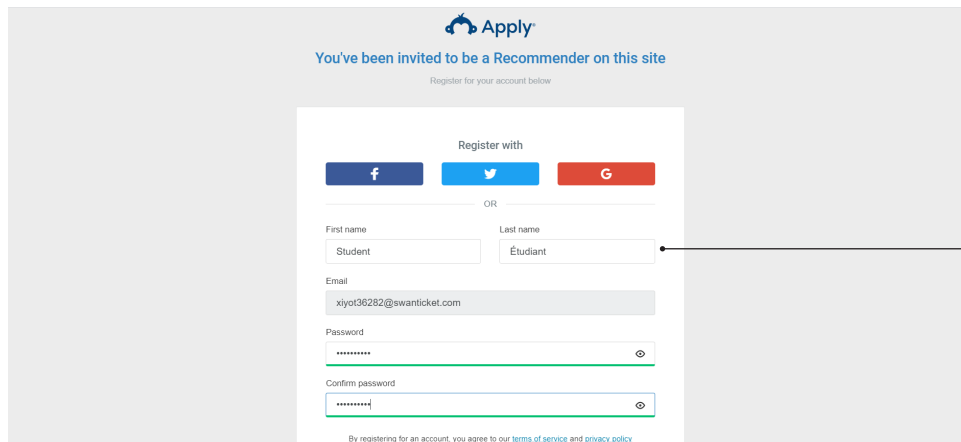| SENDER	SUBJECT	VIEW
● Career Ready Program careerready@technationcanada.ca	Invitation to Participate - Career Ready Program (EN/FR)	⟩

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.

🔍 Search mail ▼

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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.

MAKE A RECOMMENDATION

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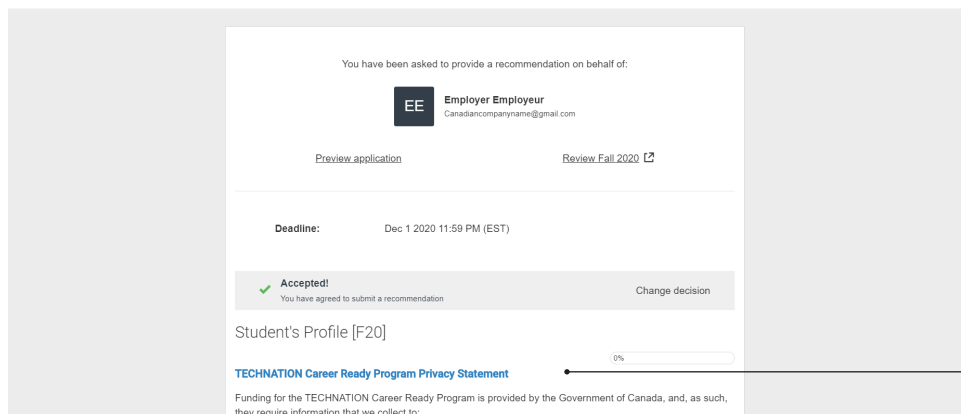
Click **MAKE A RECOMMENDATION.**

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

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).
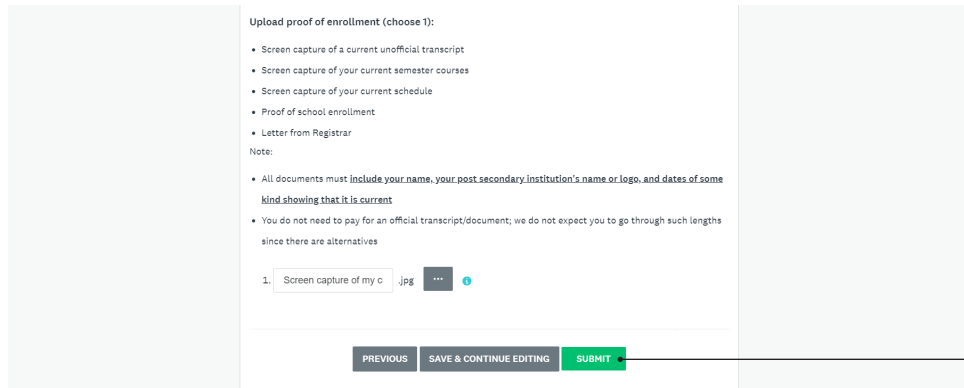
Upload a copy of your resume.

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
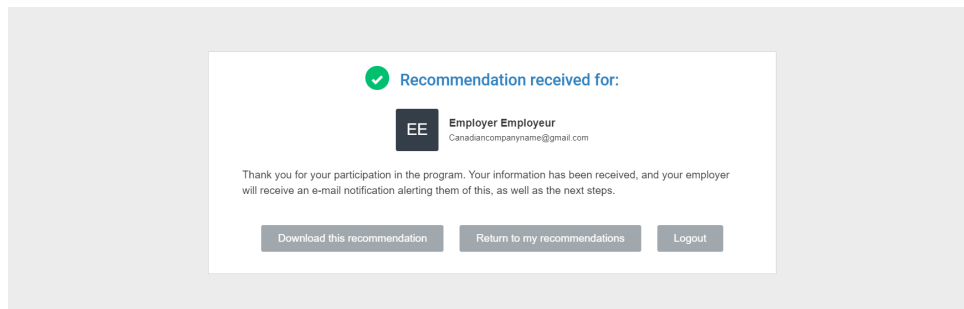
• Letter from Registrar

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