

2023 RO NOMINATION PROGRAM TIPS: WHY

Congratulations on getting selected for the SWAP RO Nomination program! The IEC Working Holiday program is a fantastic way to truly experience life in the Great White North. If successful, you'll be approved for an open work permit that will allow you to work and travel anywhere in Canada for up to one or two years (depending on your nationality), giving you plenty of time to develop a taste for poutine.

This document is meant to serve as a guideline for you as you fill out your application for an IEC permit. An overview of the application process can be found on the [International Experience Canada website](#). **All candidates should read through this guide before you start the application process.**

LET'S GET STARTED!

You need to create a new profile for IEC/SWAP's Recognized Organization pool (**this will guarantee that you receive an ITA within 24 hours**)

1 CREATE A NEW PROFILE

a On your GCKey home page, scroll down to the 'Start an Application' section and select '**Apply to come to Canada**'

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show 5 entries

Application type	Date Created	Days left to submit	Date last saved	Action
No data available in table				

Start an application

Apply to come to Canada

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Refugees: Apply for temporary health care benefits

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

Citizenship: Apply for a search or proof of citizenship

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Note: If you cannot remember your GCKey login, follow the instructions [here](#) to create a new GCKey account and then link your new account to your old account.

b Scroll down to "I do not have a Personal Reference Code" and select "**International Experience Canada (IEC)**"

I do not have a Personal Reference Code

If you do not have a personal reference code, you may answer a series of questions to find out if you are eligible to apply for a visa and/or permit, apply for Express Entry, and begin an online application.

If you begin your application **after you have logged into your account**, you will not receive a personal reference code, as the system will save your document checklist right into your account.

Determine your eligibility and apply online:

Visitor visa, study and/or work permit

Express Entry (EE)

International Experience Canada (IEC)



Answer the following questions appropriately and click next.

Find out if you're eligible to apply

Select the code that matches the one on your passport. *(required)* ?

Please make a selection

What is your current country/territory of residence? If you are presently in Canada, you should select Canada. *(required)* ?

Please make a selection

What is your date of birth? *(required)* ?

Select year

Select month

Select day

Save and Exit Questionnaire

Next



Select "YES"

This is VERY important to ensure that you enter the correct pool. If you select "NO", we will not be able to nominate you.

Find out if you're eligible to apply

Do you have a letter proving one of these organizations will help you plan your trip or find work in Canada?

- Go International
- International Association for Students of Economics and Commerce (AIESEC)
- International Association for the Exchange of Students for Technical Experience (IAESTE)
- International Rural Exchange (IRE)
- Memorial University of Newfoundland (MUN)
- StepWest
- SWAP Working Holidays
- University of British Columbia (UBC)
- University of New-Brunswick

(required)

Yes

Save and Exit Questionnaire

Next



Select "SWAP Working Holidays"

Find out if you're eligible to apply

Select the name of the organization helping you plan your trip or find work in Canada. *(required)*

SWAP Working Holidays

Save and Exit Questionnaire

Next



Select "NO". *Even if you have a job placement arranged, you must still select NO.*

Find out if you're eligible to apply

Do you plan to do a work placement or internship in Canada as part of your studies? *(required)* ?

No

Save and Exit Questionnaire

Next



Select **"NO"** for both fields.

Find out if you're eligible to apply

Do you have a signed letter of offer, contract of employment, or internship agreement from an employer in Canada? *(required)*

No

Are you registered at a college or university in your country of citizenship? *(required)*

No

Save and Exit Questionnaire

Next

You should now see this final result:

Your results

International Experience Canada (IEC)

You may be eligible to come to Canada under International Experience Canada.

You are eligible for the following pool(s):

- Working Holiday category

with SWAP Working Holidays

Continue

Exit Questionnaire



Select **"Continue"** which will bring you to the page below to complete the rest of your profile.

: IEC

Form Name	Status	Options
Personal details of applicant	In progress	Continue form
Contact information	Not started	Start form
Work and education details	Complete	Update form
Application details	In progress	Continue form

Exit

2 Once you have completed each section, you can submit your profile.

Within 24 hours, you will receive a pool confirmation letter confirming that you successfully entered the pool.

3 Please take note of the date on your pool confirmation letter, and email it to SWAP at canada@swap.ca as soon as possible.

Once we have received the date on your pool confirmation letter, we will be able to nominate you. We submit nominations to IEC every Wednesday and once nominated by SWAP, you should receive your Invitation to Apply (ITA) within 48 hours. You will have 10 days to accept your ITA before the invitation expires.

Once you accept your ITA, you will have 20 days to complete and pay for your visa application.

You can find more information on the application process [here](#).



IMPORTANT NOTES

Please review before starting your application.

DEADLINES

You must comply by deadlines given in each step of your application. Failure to do so will result in your profile being removed from the pool or your application being rejected. Please make sure you stay on top of this!

PASSPORT

You are required to have a valid passport when you come into Canada, and when you apply for your permit. Make sure your passport will be valid for longer than the work permit you're applying for.

VISA

Your fees will be \$261 CAD in total, for two fees: IEC Participation Fee (\$161), and Open Work Permit fee (\$100).

POLICE CERTIFICATES

You will be required to provide a police certificate for any country or territory that you have spent six months or more since the age of 18. You do not need to obtain a police certificate for any time you've already spent in Canada.

- If you applied for a police certificate in a country that you were in when you received your police certificate, you'll need to provide a new one that includes the time from when you received your police certificate to when you left that country.
- If you have a police certificate that you submitted as part of a previous IEC application, that you applied for from outside that country and you have not been back to that country since you got the police certificate, you are able to upload your original police certificate again.

You can find more information about police certificates [here](#).

BIOMETRICS

Are valid for 10 years from when you first get them done. If you had to submit your biometrics as part of a previous IEC application within the past 10 years, you will not be asked for these again. If you haven't done your biometrics within the last 10 years, you will be asked to get them done after you submit your visa application. You cannot book/attend your biometrics appointment until you get the formal request to do so in your GCKey account. You can learn more about biometrics [here](#).

MEDICAL CHECKS

You will need to obtain medical clearance by undergoing a medical exam if:

- You plan to work with children or in healthcare (direct patient care);
- You have recently lived or travelled in certain countries or territories for six months or more.

You can find more information about medical checks [here](#).

CASE SPECIFIC INQUIRIES

For all questions regarding work permit applications, applicants must submit their questions directly to IEC using the [Case Specific Inquiry Form](#). Be sure to select 'International Experience Canada' as your type of query.

ELECTRONIC TRANSIT AUTHORIZATION (eTA)

You do not need to apply for an eTA if you have applied for and received a Working Holiday permit. Your eTA is included in your Port of Entry Letter of Introduction (the letter approving you for the permit) and electronically attached to your passport. **Please note:** If you get a new passport (before entering Canada or while in Canada), you will have to apply for a new eTA as it is electronically linked to your passport. If you decide to visit Canada before your visa application has been approved, you will need to get an eTA (\$7 CAD online [here](#)).

PROCESSING TIME

Visa application processing can take up to **56 business days** from the date of nomination. SWAP cannot assist with checking on timelines of visa processing. If processing goes beyond 10 weeks, please contact SWAP to let us know.

APPROVAL

If you've been approved for a work permit (hooray!), you will receive the notification in your MyCIC account, called your **Port of Entry Letter of Introduction** (also referred to as your POE Letter, or your LOI).

- You will need to present this letter to the border officer when you enter Canada to activate your permit
- Even with a POE Letter of Introduction, it is the officer from the Canadian Border Services Agency that will deem whether or not you're admissible to Canada when you activate your visa.

Now you can (finally!) prepare for your arrival into Canada!

Check in with SWAP for next steps.

You can join one of our virtual pre-departure sessions, book in for our arrival orientation, and ask for assistance with updating your resume, making travel plans, booking accommodation, and more! We'll be your hosting agency and home-away-from-home in Canada, and we can help with any Canada questions you may have. We're happy to have you on our program!

If you have any questions about the process outlined here, please don't hesitate to reach out to us.