



# HOW TO APPLY

APPLYING IS SIMPLE.  
Follow the steps below.

Step 1. .... ➔ Read the *SWAP Canada* pages on this website to ensure you meet all the application requirements.

Step 2. .... ➔ Read the *Application Conditions & Application FAQs* listed on page 2 and 3 of this pack.

Step 3. .... ➔ Print out and carefully complete the *SWAP Application* form on page 5 of this pack. Don't forget to sign and date your application!

Step 4. .... ➔ Attach the necessary documents as per the *SWAP Application Checklist* below.

Step 5. .... ➔ Take all the documents outlined in the *Application Checklist* along with the *SWAP Application* and the *Fee & Optional Booking Form* to your nearest Travel CUTS or Adventure Travel Company office. Our travel counselors will gladly process your application. You may also mail your application. Click on our office location link for office addresses.



## SWAP APPLICATION CHECKLIST

Please include the following documents as part of your application. Your SWAP application will not be accepted unless all items listed below are attached.

1. Reference Letter . One copy of a typed letter of reference from a past employer or teacher (keep the original for your records).
2. Proof of Student Status . An official letter from your American school's registrar stating that you were/are a full-time student in the fall of 2006 or anytime in 2007 OR a readable copy of your 2006/07 International Student Identity Card (ISIC).
3. Proof of American Citizenship. A readable photocopy of your U.S. passport picture page OR a readable photocopy of your American birth certificate.
4. SWAP Application Form . Neatly completed, signed and dated.
5. SWAP Registration Fee . Please fully complete the FEE & OPTIONAL BOOKING form (page 5 of the SWAP Canada Application Pack) and include payment for the SWAP registration fee and any number of hostel nights you may be requesting.
6. Insurance Enrollment Form with Payment. Download a copy of the Travel CUTS insurance policy from the 'Applying' section of the SWAP Canada website. Complete and submit the Enrollment Form of the insurance policy as part of your SWAP application. (If you already have an existing insurance policy, you will be required to provide proof of your existing policy as well as sign an insurance waiver form. Contact one of our offices and speak to a travel counselor for further details.)

# APPLICATION FAQs



## WHERE DO I APPLY?

SWAP has a USA-wide network of travel offices for your convenience. Many of them are located right on your campus! There are over 10 locations to choose from and these are listed on [www.travelcuts.com](http://www.travelcuts.com). If you live in an area that is not near one of our offices, you may contact our telephone sales center at 1-800-592-CUTS (2887) or mail in your SWAP application to the office of your choice.

## IS IT DIFFICULT TO BE ACCEPTED?

The application process is not competitive. We are looking for participants who are mature, independent and want to discover more about our world. Our participants are not only ambassadors of our program; they are representatives of the United States. So, we are looking for people with a positive attitude, interested in cultural exchange!

## WHEN WILL I KNOW IF I AM ACCEPTED?

You should receive a call from the office where you applied within 3 business days of handing in your application. If you don't hear from them, give them a shout to check on the status of your application.

## HOW WILL MY TRAVEL OFFICE ASSIST ME?

The Travel CUTS or The Adventure Travel Company office will help you coordinate your SWAP Canada experience. Your travel counselor will assist you with your flight booking, medical insurance and any other matters pertaining to your trip abroad. The office will provide you with the all-important SWAP pre-departure kit which includes your *SWAP Canada Certificate of Participation* (the document that you will present to Canadian immigration upon arrival in Canada to obtain your work visa), arrival instructions and maps, the 90-page *SWAP: Your Guide to Canada* booklet and hostel booking confirmation (if requested).

## HOW LONG BEFORE I GET MY PRE-DEPARTURE KIT?

Generally, if you have submitted a correctly completed application, you should have your visa within 1 week. You may depart for Canada once you

have received it (note that you cannot travel to Canada prior to receiving this package!).

## WHEN SHOULD I BOOK MY FLIGHT?

You should book your flight as soon as you have an idea when you would like to travel. The sooner you book, the more likely you will have some choice and flexibility with your departure date and with the type of airline ticket you purchase. Remember most bookings can be changed. It's better to make a reservation and then change it, than to try to book at a later date and not find a seat. You may ask our travel counselors more about flight options. You may also choose to book a train or bus, and some participants prefer to drive to Canada.

## MAY I PICK-UP MY FINAL PRE-DEPARTURE KIT AT ANOTHER TRAVEL CUTS OR THE ADVENTURE TRAVEL LOCATION IN THE U.S.?

Yes, absolutely. Just let the office you are dealing with know at which location you would like to collect your final kit and indicate this on your application form. We'll be pleased to re-route your kit!

## DO I NEED TO PURCHASE INSURANCE?

Yes. The Canadian government requires that all SWAP Canada participants be adequately covered for the entire duration of their stay in Canada. Contact a Travel CUTS/ Adventure Travel counselor for more details on purchasing insurance. You can also download a copy of the insurance policy from the 'Applying' section of the SWAP Canada website.

## I'VE READ THROUGH THE WEBSITE, BUT I STILL HAVE SOME QUESTIONS. WHAT SHOULD I DO?

If you would like more information about SWAP, please contact one of our offices in the U.S.A. listed at [www.travelcuts.com](http://www.travelcuts.com) or toll free at 1-800-592-CUTS (2887). Our travel counselors are SWAP and budget travel specialists. They can provide you with information about working abroad and with excellent budget travel advice.



# APPLICATION CONDITIONS



1. Participants must have a valid American passport or American birth certificate (with official photo ID like a driver's license) and must meet the eligibility criteria specified in the SWAP Canada section of the [www.swap.ca](http://www.swap.ca) website. These criteria are the requirements of the Canadian government and there are no exceptions.
2. All round-trip transportation must be purchased from Travel CUTS or The Adventure Travel Company. Dependents of airline staff who qualify for free or greatly reduced flights may be exempted from this policy. Participants may be exempted from this policy if they prefer to drive.
3. Upon payment, registration fees are non-refundable. Exceptions apply when the applicant is not accepted on a program or cancels due to family death or illness (documentation is required). Participants are expected to enter Canada by December 31st in the year of their registration in order to activate their Canadian work visa. Participants who do not enter by this date will have their application terminated without refund.
4. Because applicants are screened for their maturity and independence, all dealings regarding the applicant's registration will be made between the travel counselor and the applicant. Information will not be divulged to third parties, including friends and/or family members.
5. All applicants must have a minimum of \$700 USD in support funds available for their SWAP Canada experience. This money is intended to cover initial arrival expenses until the applicant begins earning wages.
6. Medical insurance is mandatory for the full duration of the SWAP Canada program. Participants are expected to have coverage for the full duration of their travels. Participants who are otherwise adequately covered may be waived from this requirement as long as proof of coverage is demonstrated. Participants who let their coverage lapse while overseas waive SWAP and Travel CUTS/The Adventure Travel Company of any responsibility, financial and/or otherwise.
7. Participants understand that SWAP is not a career counselling agency. All employment is located by the participants themselves. Employment will be similar to summer jobs in the U.S.A. and students should not plan to use SWAP as a means to save money for the coming academic year.
8. Participants understand that the Canadian Certificates of Participation issued are for the individual applicant only. This program does not permit family members or dependents to travel or work abroad.
9. All participants understand that SWAP is not a language instruction program. Participants must have a working knowledge of English or French (if going to Québec).
10. Participants are responsible for reading and abiding by the information and guidelines contained on the SWAP website prior to finalizing flight arrangements to ensure that their trip is well coordinated.
11. The information provided on the SWAP website and in this application pack is accurate as of January 2005. Foreign governments may change regulations that may affect SWAP after this date, and this is beyond SWAP's control. In such circumstances, SWAP will do its utmost to update participants of any changes. Participants also agree to cooperate with SWAP regarding these changes.
12. Participants understand that all travel involves certain inherent risks. Participants waive SWAP and Travel CUTS/The Adventure Travel Company of any responsibility, financial and/or otherwise.
13. Registration fees cover approximately 75% of the costs required to operate SWAP. The remaining costs are for program administration and these are provided by Travel CUTS/The Adventure Travel Company. SWAP does not rely on funding from any level of government.
14. The Canadian Federation of Students reserves the right to alter or terminate the program at any time. In the event of this unlikely occurrence, affected participants are entitled to an immediate refund of any or all monies paid for services not rendered.
15. SWAP is administered through the cooperation and permission of the national governments in the respective countries and operates on an exchange basis. Corresponding numbers of foreign students from receiving countries are eligible for employment in Canada, thereby eliminating any adverse effects on domestic employment opportunities.





# SWAP APPLICATION 2006

## SECTION 1

PLEASE COMPLETE IN INK USING BLOCK LETTERS. It is very important that the information written on this page is spelled correctly and is accurate.

**This information will later be transferred to visa documents;** therefore, it is important that your name matches the name written in your passport (do not use any nicknames). Please also verify that you have not reversed the day and month of your date of birth.

MS  MR

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

### PERMANENT ADDRESS

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ CEL (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

EMAIL (required) \_\_\_\_\_

### HOW WOULD YOU LIKE TO RECEIVE YOUR PRE-DEPARTURE KIT?

- I will pick up from the Travel CUTS/ATC office I applied at.
- I will pick up from another Travel CUTS/ATC office. Please name which one: \_\_\_\_\_
- Please send the kit to my shipping address as follows:

### U.S. SHIPPING ADDRESS (if different from permanent address.)

(No P.O. Boxes allowed.)

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ VALID UNTIL \_\_\_\_\_

### EMERGENCY CONTACT

NAME \_\_\_\_\_

RELATIONSHIP TO YOU \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ CEL (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

## SECTION 2

**APPROXIMATE DEPARTURE DATE:** MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YR \_\_\_\_\_

(This date must comply with the deadlines listed on the website.)

**EXACT ARRIVAL DATE:** MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YR \_\_\_\_\_

(If different from above.)

### HOW WILL YOU BE TRAVELING TO CANADA?

AIR  BUS  TRAIN  CAR

### IN WHICH CITY WILL YOU BE ATTENDING AN ORIENTATION?

TORONTO  VANCOUVER  MONTREAL

I AM TRAVELING ELSEWHERE SO I WILL NOT BE ATTENDING AN

ORIENTATION, LIST LOCATION: \_\_\_\_\_

## SECTION 3

**AGE AT TIME OF APPLICATION** \_\_\_\_\_

(You must be 18 years old at the time you apply for the visa.)

### DATE OF BIRTH

MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

(Write the name of the month.)

### CITY OF BIRTH

(Ensure that this matches your passport.)

### STATE OF BIRTH

### COUNTRY OF BIRTH

(Ensure that this matches your passport.)

**ARE YOU AN AMERICAN CITIZEN?**  YES  NO

If NO, you are not eligible.

**DO YOU HOLD A VALID AMERICAN PASSPORT?**  YES  NO

If NO, you will need your birth certificate and official photo ID upon entry to Canada.

**DO YOU HOLD ANY OTHER PASSPORTS?**  YES  NO

If YES, list country \_\_\_\_\_

**HAVE YOU PARTICIPATED IN SWAP BEFORE?**  YES  NO

If YES, list country and year \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?**  YES  NO

If YES, please attach a detailed explanation.

**STATUS**  SINGLE  MARRIED  DIVORCED

### SCHOOL

**MAJOR** \_\_\_\_\_ **MINOR** \_\_\_\_\_

### POST-SECONDARY STUDENT STATUS:

FULL-TIME IN FALL 2004  FULL-TIME IN 2005

(You are not eligible unless you were/are a full time student.)

**ISIC #** \_\_\_\_\_

## SECTION 4

### HOW DID YOU FIRST HEAR ABOUT SWAP? Check one.

- Travel CUTS/Adventure Travel Office  SWAP Poster  Friend/Family
- The Student Traveler* Magazine  School Career Office  Surfing the Net
- SWAP Newspaper Ad  Teacher  Government Info  Other \_\_\_\_\_

**HAVE YOU TRAVELED OVERSEAS BEFORE?**  YES  NO

**HAVE YOU TRAVELED TO CANADA BEFORE?**  YES  NO

**DID YOU KNOW ABOUT TRAVEL CUTS BEFORE LEARNING ABOUT SWAP?**  YES  NO

**WHERE DO YOU CURRENTLY LIVE?**  With my family

At a school residence  In a shared apt/house  I live alone

I certify that I meet the eligibility criteria for the SWAP CANADA PROGRAM and that I have truthfully completed this application. Furthermore, I have read this website and *Application Pack*, in particular, the *How to Apply* and *Application Conditions* sections, and agree to be bound by the contents. I HAVE A MINIMUM OF \$700 USD AVAILABLE FOR MY SWAP CANADA EXPERIENCE. I UNDERSTAND THAT MY REGISTRATION FEE IS NON-REFUNDABLE AND THAT ANY REQUEST FOR A REFUND WILL BE DENIED.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Applicants under the age of majority in the state in which they reside must also have this form signed by a parent or legal guardian.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

RELATIONSHIP TO APPLICANT \_\_\_\_\_





## FEE & OPTIONAL BOOKING

WOULD YOU LIKE US TO BOOK YOUR FIRST NIGHT(S) OF ARRIVAL ACCOMMODATION AT A HOSTEL (at \$22 USD per night)?

YES  NO

IF YES, LIST CITY & DATES:

TORONTO  VANCOUVER  MONTREAL

DATE IN: \_\_\_\_\_ DATE OUT: \_\_\_\_\_

I AM INCLUDING PAYMENT FOR:

SWAP Registration Fee: \$250.00 USD

Accommodation Fee

(optional): \_\_\_\_\_ x \$22 USD = \$ \_\_\_\_\_ USD  
# of nights

TOTAL DUE: \$ \_\_\_\_\_ USD

METHOD OF PAYMENT

VISA  MASTERCARD  CASHIER'S CHECK OR MONEY ORDER\*

\*Please make all checks and money orders payable to 'Travel CUTS' or 'The Adventure Travel Company' depending on the travel office to which you are applying.

If paying by credit card, please enter the following details:

CREDIT CARD NUMBER: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

EXPIRATION DATE (m/y): \_\_\_\_\_ 3 DIGIT SECURITY CODE: \_\_\_\_\_  
(next to signature bar code on back of card)

BILLING ADDRESS: \_\_\_\_\_

I authorize Travel CUTS/The Adventure Travel Company to charge my credit card for the SWAP Canada registration fee plus any hostel nights requested (\$18/night).

SIGNATURE: \_\_\_\_\_

**REMEMBER TO INCLUDE:**

- Reference letter
- Proof of Student Status
- Proof of American Citizenship
- SWAP Application Form
- Fee & Optional Booking Form
- A completed copy of the enrollment form of the Travel CUTS insurance policy