

HOW TO REGISTER



REGISTERING IS SIMPLE!

Just follow the steps below.

STEP 1 >

Read the country specific eligibility information to ensure you meet all the requirements for the destination to which you are applying.

STEP 2 >

Print off the 2010 SWAP Registration Form and read the Registration Conditions.

STEP 3 >

Once you understand and accept the Registration conditions, complete the SWAP Registration Form. Don't forget to sign and date the form!

STEP 4 >

Take your Registration form and the documents outlined below to your nearest Travel CUTS/Voyages Campus, Adventure Travel Company or Odyssey Travel office. Our travel counsellors are there to assist you.

SWAP REGISTRATION CHECKLISTS

Include the following documents as part of your registration.

ALL SWAP DESTINATIONS EXCEPT USA, TEACH IN BRAZIL, VOLUNTEER SOUTH AFRICA AND TEACH IN CHINA.

- One copy of a typed letter of reference from a past employer or teacher (keep the original for your records). You may choose to use the standard SWAP REFERENCE FORM available at www.swap.ca to help your referees quickly complete this process!
- For SWAP programs which require full-time student status, please provide a readable copy of your 2009/2010 International Student Identity Card (ISIC) or an official letter from your school's registrar stating that you are a full-time student.
- The 2010 SWAP Registration Form completed and signed.

FOR SWAP USA, BRAZIL, VOLUNTEER SOUTH AFRICA AND TEACH IN CHINA ONLY, please print off the appropriate 2010 SWAP REGISTRATION PACK

WHAT HAPPENS NEXT?

READY...

Register for SWAP at your nearest Travel CUTS/Voyages Campus office.

Receive your Welcome Pack and discuss your travel plans with your travel counsellor.

SET...

Submit requested documents for visa processing. Your travel counsellor books your travel arrangements and insurance.

SWAP processes your paperwork.

Travel CUTS/Voyages Campus receives your SWAP Final Kit with visa and travel documents. Contacts you for pick up.

GO...

Pick up your SWAP Final Kit and discuss pre-departure info with your travel counsellor.

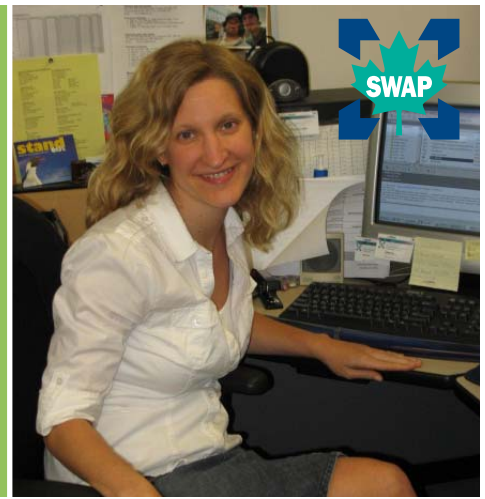
You're ready for your SWAP Working Holiday adventure!



BON VOYAGE!

FREQUENTLY ASKED QUESTIONS

Have a lingering question about living and working abroad with SWAP? Get the answer here, or on www.swap.ca.



WHERE DO I REGISTER?

SWAP has a Canada-wide network of travel shops for your convenience. Many of them are located right on your campus! There are over 40 locations to choose from (see the Contact Us page at www.swap.ca). If you live in an area that is not near one of our offices, you may mail your SWAP application to the office of your choice.

IS IT DIFFICULT TO REGISTER FOR SWAP?

The registration process is not competitive (unless the program you are applying for has a limited number of visas. We are looking for participants who are mature, independent and want to discover more about the world. Our participants are not only ambassadors of our program; they are representatives of Canada. So, we are looking for people with a positive attitude!

HOW WILL I KNOW IF MY REGISTRATION IS SUCCESSFUL?

Depending on the program you may be accepted on the spot or you'll receive a call from the office where you registered within 3 business days of handing in your registration form. If you don't hear from them, give them a shout to check on your registration status.

WHAT DO I DO AFTER I HAVE SUCCESSFULLY REGISTERED FOR SWAP?

The most important thing for you to do is to go to the travel office where you registered to pick up your Welcome Pack. Read over the information in this packet so you know how to fill out your visa application forms, when to hand them in, how to prepare and pack for your trip, etc. The next important step is to carefully complete the necessary visa forms,

submit them on time and book your flight. That's when we'll take over and obtain your visa, book your arrival accommodation, your orientation, etc... so that you can be off on your working adventure overseas!

HOW WILL MY TRAVEL OFFICE ASSIST ME?

The Travel CUTS/Voyages Campus, The Adventure Travel Company or Odyssey Travel office will help you coordinate your SWAP experience. The office will provide you with the all-important SWAP Welcome Pack and will be there for guidance. Your travel counsellor will assist you with your flight booking, medical insurance and any other matters pertaining to your trip abroad.

WHEN DO I HAVE TO SHOW PROOF OF SUPPORT FUNDS (I.E., HAND IN THE BANK LETTER)?

In the Welcome Pack, we provide you with a standard bank letter which you can take to your financial institution. Once completed by your bank, this form indicates how much money you have available in your account. Return the completed bank letter to your travel counsellor at the same time you hand in your visa forms, anywhere from 3 to 6 weeks prior to your departure depending on the SWAP destination. Therefore, you don't need to be concerned about having the correct amount of funds in your bank account at the time you initially register for SWAP. All necessary details about when you require the support funds are clearly outlined in your Welcome Pack.

HOW LONG BEFORE I GET MY VISA?

The answer depends on the SWAP destination you have registered for. Some

visas are issued by SWAP, whereas others are issued by the foreign post or government. Generally, if you have submitted a correctly completed registration form, you should have your visa within 4 weeks and often much faster than this.

WHEN SHOULD I BOOK MY FLIGHT?

You should book your flight as soon as you have an idea when you would like to travel, but definitely at the time you hand in your visa forms. 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. Be sure to ask our travel counsellors for more info about flight options.

CAN I PICK-UP MY FINAL KIT AT ANOTHER TRAVEL CUTS/VOYAGES CAMPUS LOCATION IN CANADA?

Yes, absolutely. Just let the office you are dealing with know at which location you would like to collect your Final Kit. We'll be pleased to reroute your kit!

I'VE READ THROUGH THIS REGISTRATION PACK, BUT I STILL HAVE SOME QUESTIONS. WHAT SHOULD I DO?

If you would like more information about SWAP, please contact one of our shops. Our travel counsellors are SWAP and budget travel specialist. They can provide you with information about working abroad and with excellent budget travel advice. Look out for our campus SWAP presentations. Visit our website, www.swap.ca, for more details about SWAP Talks and more FAQs.

SWAP REGISTRATION FORM 2010



SECTION 1 Check the program to which you are registering.

WORKING HOLIDAYS

- BRITAIN (with accommodation)
- BRITAIN (without accommodation)
- IRELAND, Student
- IRELAND, Non-Student
- BRIT - IRELAND, Student
- BRIT - IRELAND, Non-Student
- FRANCE
- GERMANY
- AUSTRIA
- NEW ZEALAND
- AUSTRALIA (with accommodation)

- AUSTRALIA (without accommodation)
- SOUTH PACIFIC
- JAPAN
- WORK SOUTH AFRICA
- OTHER _____

If you are applying for SWAP USA, Volunteer South Africa, USA Internship/PCT, Teach in Thailand or Teach in China please go to www.swap.ca and download the applicable Registration Form.

SECTION 2

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

MIDDLE NAME _____

FIRST NAME _____

(As written in passport.)

PERMANENT ADDRESS

STREET _____

CITY _____ PROV _____ PC _____

TELEPHONE (_____) _____

CEL (_____) _____

FAX (_____) _____

EMAIL (required) _____

MAILING ADDRESS (PO Boxes are not permitted.)

STREET _____

CITY _____ PROV _____ PC _____

TELEPHONE (_____) _____ VALID UNTIL _____

EMERGENCY CONTACT

NAME _____

RELATIONSHIP TO YOU _____

TELEPHONE (_____) _____

CEL (_____) _____

FAX (_____) _____

EMAIL _____

DATE OF BIRTH DAY _____ MONTH _____ YEAR _____

(Write the name of the month.)

AGE AT TIME OF APPLICATION _____

CITY OF BIRTH (As written in your passport.) _____

COUNTRY OF BIRTH (As written in your passport.) _____

ARE YOU A CANADIAN CITIZEN? YES NO

If NO, list country _____

DO YOU HOLD A VALID CANADIAN PASSPORT? YES NO

(If NO, please apply for one immediately. You may still register for SWAP at this time; however, we'll require your passport to process your work visa. If YES, please ensure that your passport is signed and is valid for at least one year.)

DO YOU HOLD ANY OTHER PASSPORTS? YES NO

If YES, list country _____

SECTION 3

STATUS SINGLE MARRIED SEPARATED DIVORCED

(If your status is not 'SINGLE', check with your travel counsellor to see if you meet the visa requirements for the destination selected.)

DO YOU HAVE ANY CHILDREN? YES NO

HAVE YOU EVER BEEN DENIED A VISA OR DENIED ENTRY TO A COUNTRY?

YES NO (If YES, attach explanatory letter.)

HAVE YOU EVER BEEN ARRESTED/CONVICTED OF AN OFFENCE OR CRIME?

YES NO (If YES, attach explanatory letter.)

If you have answered YES to one of the last three questions, do not book a flight as your visa may be delayed.

SECTION 4

STUDENT STATUS

- FULL-TIME
- PART-TIME
- NOT A STUDENT (Go to Section 5.)

SCHOOL TYPE

- UNIVERSITY
- COLLEGE/CEGEP
- HIGH SCHOOL
- OTHER (be specific) _____

SCHOOL _____

CAMPUS _____

POST-SECONDARY STUDENT STATUS. I am currently in my:

- 1st
- 2nd
- 3rd
- 4th year of a _____ year program

SECTION 5

HAVE YOU PARTICIPATED IN SWAP BEFORE? YES NO

If YES, list country and year _____

HAVE YOU EVER HELD A JOB IN CANADA? YES NO

APPROXIMATE DEPARTURE DATE _____

(This date must comply with the deadlines listed in the SWAP-at-a-Glance chart.)

ANTICIPATED LENGTH OF STAY (months) _____

SECTION 6

Please fill this out to help SWAP reach more people like yourself!

HOW DID YOU FIRST HEAR ABOUT SWAP? Check one.

- Travel CUTS/Voyages Campus Shop
- Media Article
- The Student Traveller Magazine
- SWAP Newspaper Ad
- SWAP Poster
- School Career Office
- Teacher
- Friend/Family
- Surfing the Net
- Government Info
- Other _____

WHERE DID YOU PICK UP A COPY OF THE SWAP BROCHURE? Check one.

- Travel CUTS/Voyages Campus Shop
- Ordered online at www.swap.ca
- School Career Office
- Youth Employment Centre
- Friend/Family
- Did not pick one up (used Internet application)
- Other _____

DID YOU ATTEND A SWAP PRESENTATION/TALK? YES NO

HOW LONG AFTER YOU FIRST HEARD ABOUT SWAP DID YOU APPLY?

- Less than 6 months
- 6 to 12 months
- 1 to 2 years
- over 2 years
- over 4 years

HAVE YOU TRAVELLED OVERSEAS BEFORE? YES NO

HAVE YOU VISITED WWW.SWAP.CA? YES NO

DID YOU KNOW ABOUT TRAVEL CUTS/VOYAGES CAMPUS 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

SWAP REGISTRATION FORM 2010 (CONTINUED)

SECTION 7

CALCULATING YOUR REGISTRATION PAYMENT

REGISTRATION FEE (Refer to SWAP-at-a-Glance chart.) > _____

TAX – For BC, the Prairies, ON and PEI, add 5%GST
– For the Atlantic (excluding PEI), add 14% HST
– For QC, add 5% GST first. Then take the total of the Registration Fee and the GST and add 7.5% QST.
> + _____

TOTAL > _____

FORM OF PAYMENT

CASH MONEY ORDER* INTERAC MASTERCARD VISA

CREDIT CARD #: _____

EXPIRY: _____ month _____ year

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____

(Personal cheques are not accepted.)

*Money Orders are payable to "Travel CUTS/Voyages Campus", "The Adventure Travel Company" or "Odyssey Travel".

SECTION 8

PARTICIPANT AGREEMENT

I certify that I meet the eligibility criteria listed in this brochure for the SWAP destination I have selected in section 1 and that I have truthfully completed this registration. Furthermore, I have read this brochure and, in particular, the How to Register and Registration Conditions sections, and agree to be bound by the contents. I understand that travel medical insurance is mandatory for the full duration of my SWAP Working Holiday. I UNDERSTAND THAT MY REGISTRATION FEE IS NON-REFUNDABLE AND THAT ANY REQUEST FOR A REFUND WILL BE DENIED.

NAME _____

SIGNATURE _____ DATE _____

If you are under the age of majority in the province in which you reside, this form must also be signed by a parent or legal guardian.

NAME _____

SIGNATURE _____

RELATIONSHIP TO REGISTRANT _____

REGISTRATION CONDITIONS

- Participants must have a valid Canadian passport. Eligibility for non-Canadians varies depending on your citizenship. You must ask your agent at Travel CUTS/Voyages Campus, The Adventure Travel Company or Odyssey Travel for advice. All participants must further meet all other eligibility criteria specified in the SWAP-at-a-Glance section. These criteria are the requirements of the host governments and there are no exceptions.
- All round-trip transportation must be purchased from Travel CUTS/Voyages Campus*. Dependents of airline staff who qualify for free or greatly reduced flights may be exempted from this policy. SWAP USA participants are exempted from this policy if they prefer to drive.
- Participants agree to allow SWAP and Travel CUTS/Voyages Campus* to represent their visa application to the appropriate foreign government on their behalf. Participants furthermore agree not to interfere with this process in any way. This condition does not apply to SWAP France.
- The information provided in this brochure is accurate as of September 2009 printing. 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.
- Upon payment, registration fees are nonrefundable. Exceptions apply when the registrant is not accepted on a program or cancels due to family death or illness (documentation is required). Participants are expected to travel within one year of their registration date, or in the case of USA, that same season; otherwise, their registration will be terminated without refund.
- Because registrants are screened for their maturity and independence, all dealings regarding the registration will be made between the travel counsellor and the registrant. Information will not be divulged to third parties, including friends and/or family members.
- Full members of the Canadian Federation of Students (CFS) receive a 15% rebate on their SWAP registration fees up to a maximum rebate of \$50 CAD. To find out if you are eligible for this rebate, check with your Travel CUTS/Voyages Campus* counsellor.
- Medical insurance in addition to a participant's provincial health insurance plan is mandatory for all SWAP destinations. Participants are expected to have coverage for the full duration of their travels. Participants who are otherwise adequately covered may be exempted from this requirement as long as proof of coverage is demonstrated. Participants who let their coverage lapse while overseas waive SWAP and Travel CUTS/Voyages Campus* of any responsibility, financial and/or otherwise.
- Participants understand that SWAP is not a career counselling agency. All employment is located by the participants themselves. Employment will be similar to temporary/casual-type work in Canada and participants should not plan to use SWAP as a means of saving money for tuition or other financial purposes.
- Participants understand that the visas issued for all countries are for the individual registrants only. These visas do not permit family members or dependents to travel or work abroad.
- All participants understand that SWAP is not a language instruction program. Participants must have a working knowledge of the language of the host country, or English in the case of Japan and China.
- Participants are responsible for reading and abiding by the information and guidelines contained in their SWAP Welcome Pack prior to finalizing flight arrangements to ensure that their trip is well coordinated.
- Some visa issuing offices will not grant visas to married individuals, individuals with children or individuals convicted of a criminal offence. Participants should consult their travel counsellor in these instances to see which programs they may be eligible for and/or what additional documentation may be required.
- Individuals with medical conditions, those who have travelled to countries that are considered medium to high risk, and those who plan to work with children or in healthcare may experience visa delays for Australia or New Zealand. Participants should consult their travel counsellor in this instance to seek advice regarding submitting their visa application earlier than 4 weeks to avoid any possible delay. Participants for Australia or New Zealand are advised not to book flights in such cases.
- Registration fees cover approximately 75% of the costs required to operate SWAP. The remaining costs are for program administration and are provided by Travel CUTS/Voyages Campus*. SWAP does not rely on funding from any level of government.
- SWAP 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.
- 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.
- All participants understand that once their passport/application is sent to the appropriate government agency for processing, delays can occur. SWAP and Travel CUTS/Voyages Campus are not held responsible for any additional costs due to such delays.

*The Adventure Travel Company and Odyssey Travel are Travel CUTS/Voyages Campus offices.