



**Global
Skills
Opportunity**



Student Invitation Process

March 2022



Global Skills Opportunity is funded by the Government of Canada's Outbound Student Mobility Pilot Program.



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CANADA

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CANADA



1. PRE-DEPARTURE FORM INVITATION

Pre-departure Form Invitation



noreply@collegesinstitutes.ca

Wed 1/26/2022 4:15 PM



To: You

Dear [REDACTED],

You have been invited to complete a Pre-departure Form by [REDACTED].

Please click on the link below to accept or decline the invitation.

[Invitation](#)

Best regards,

Colleges and Institutes Canada

[Reply](#) | [Forward](#)



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Pre-departure Form

You have been invited to complete a Pre-departure Form by [REDACTED].

Please click accept or decline this invitation.

[Accept](#)

[Decline](#)



2. PRIVACY NOTICE

Colleges and Institutes Canada

Privacy Notice

The Government of Canada, as represented by the minister of Employment and Social Development Canada (hereinafter referred to as “**ESDC**”), has established the Supports for Student Learning Program to support projects, including those related to the Outbound Student Mobility initiative (the “**Program**”). In accordance with the terms and conditions of the Contribution Agreement it has entered into with ESDC (the “**Contribution Agreement**”), Colleges and Institutes Canada distributes and facilitates funding to colleges and institutes which have been approved under the Program to carry out a project to support physical and/or virtual study or work abroad opportunities for students (a “**Project**”). The Contribution Agreement also requires Colleges and Institutes Canada to collect and compile certain information in respect of each Participant, as more particularly described in this notice.

Colleges and Institutes Canada is strongly committed to protecting the privacy and personal information of students who participate in a Project (a “**Participant**” or “**you**”) and complies with the Canadian *Personal Information Protection and Electronic Documents Act* (PIPEDA), which regulates the protection of personal information across Canada. If you have any questions or concerns about the privacy of your information, please contact Caroline Vézina, Privacy Officer by writing to: cvézina@collegesinstitutes.ca.

Colleges and Institutes Canada’s privacy policy is posted on [our website](#).

Below is an overview of how Colleges and Institutes Canada collects, uses and shares the information collected from Participants.

Information collection

Colleges and Institutes Canada only collects personal information about you for the following purposes:

- complying with its obligations under the Contribution Agreement, as more particularly described in this notice.

The personal information we collect from you may include:

- Your name, email address and postal address
- Program of study an Institution

Information sharing

Colleges and Institutes Canada will not release or disclose information about you to any other person for any purpose unless you consent to the release or disclosure or the person is authorized by law to require Colleges and Institutes Canada to provide information to that person.

Since the Program and Project are funded by the Government of Canada, your personal information will also be shared with Employment and Social Development Canada and their contracted third-party service providers, for the following purposes:

- To measure the results of the Project and evaluate the Project's success;
- To evaluate more generally, the success of the Program in achieving its objective;
- To meet its obligation of accountability to Parliament and the Canadian public for the operation of the Program by reporting on the results of the Program and its success in achieving its objective;
- To conduct a longitudinal study administered either by Statistics Canada or by a third party contracted on the Federal Government's behalf; and
- To request your participation in a voluntary survey following your participation in the Project.

When information is shared with Employment and Social Development Canada, it is administered in accordance with the *Privacy Act* (R. S.C., 1985, c. P-21) and the *Department of Employment and Social Development Canada Act* (S.C. 2005, c.34). You have a right under the *Access to Information and Privacy Act* (R.S.C., 1985, c. A-1) to obtain access and to request correction to that information from the Government of Canada. If you are not satisfied with the response to any privacy concerns, or if you wish to file a complaint about the handling of your information, you may wish to contact the Office of the Privacy Commissioner of Canada.

Information use

Colleges and Institutes Canada and/or Employment and Social Development Canada may use your personal information to contact you in the future to make sure the Program or Project is meeting its goals. Participation in follow up surveys or interviews is voluntary and whether you choose to participate will not affect your eligibility to participate in the Program or Project.

Access to your personal information

You have the right to access your personal information stored by Colleges and Institutes Canada at any time by contacting the Global Skills Opportunity program staff. Colleges and Institutes Canada will also correct or make changes to your personal information upon request.

Records Management

All information about you collected or compiled by Colleges and Institutes Canada shall be treated as confidential and Colleges and Institutes Canada shall take all security measures reasonably necessary for the protection of same against unauthorized release or disclosure, including those set out in any instructions issued by the Government of Canada.

Colleges and Institutes Canada will retain the information you provide in your application in one of three ways:

1. Personal information will be deleted from the system after two years of inactivity.
2. Personal information will have personal identifiers pseudonymized after two years of inactivity.
3. Personal information where the recipient has received grant payments will be pseudonymized after seven years of inactivity.

Colleges and Institutes Canada will retain a permanent repository of pseudonymized data for the individuals indicated in #2 and #3 above for any given year for statistical purposes.

Consent

You may refuse to provide your personal information to Colleges and Institutes Canada. You may also withdraw your consent at any time. Please note that withdrawing your consent may make you ineligible for funding.

By completing and submitting this form and/or application, you allow Colleges and Institutes Canada to collect, use, share and store your personal information for the reasons stated above and in our privacy policy.

I have read and agree with the above consent. I also attest that my institution has explained the project guidelines and I understand the eligibility requirements for this Project. I certify that all information provided in this pre-departure form are true and accurate to the best of my knowledge. I understand that receipt of any funds issued to me may be revoked without notice if any information provided in this pre-departure form is subsequently found to be false.



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Below is an overview of how Colleges and Institutes Canada collects, uses and shares the information collected from Participants.

Information collection

Colleges and Institutes Canada only collects personal information about you for the following purposes:

- processing and reviewing your application;
- selecting recipients;
- disbursing payments; and
- complying with its obligations under the Contribution Agreement, as more particularly described in this notice.

The personal information we collect from you may include:

- Your name, email address and postal address
- Program of study an Institution

Information sharing

Colleges and Institutes Canada will not release or disclose information about you to any other person for any purpose unless you consent to the release or disclosure or the person is authorized by law to require Colleges and Institutes Canada to provide information to that person.

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- To evaluate more generally, the success of the Program in achieving its objective;
- To meet its obligation of accountability to Parliament and the Canadian public for the operation of the Program by reporting on the results of the Program and its success in achieving its objective;

Accept



3. STUDENT REGISTRATION



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Student Registration

English (US)

Post-Secondary Institution



Instructions

You can search your institution's name and register your contact details below. If you cannot find your institution, please contact [CICan](#).

* Institution

Your Information

* First Name

Youssef

* Last Name

Mohamed

* Email

youssef_mohamed@ic.gc.ca

* Phone

* Address

Address 2

* City

* Province

* Postal Code

Submit



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Invitation Accepted

Thank you for accepting the invitation to complete the Pre-departure Form.


If you are a new user to the CICAN's portal, you will receive an email shortly with instructions to create your password.

If you have already have an account, please return to the main [login page](#).



4. EMAIL VALIDATION AND PASSWORD SET-UP

Registration Complete

 **noreply@collegesinstitutes.ca** Wed 1/26/2022 4:37 PM

To: You

Dear **[Redacted]**,

You have successfully registered to complete a Pre-departure Survey. Before starting, click on the link below to create your password. Once you have created your password, you can begin your Pre-departure Survey.

https://CICan.smartsimple.ca/ex/ex_activate.jsp?lang=1&token=%24%2Bmf6X7Tt1a93farm6p8wgtQbKGYvMsTC15ODvLR2UhcgVvY3rOMeBLQgyxTURmIX3ib5IV5ljPV6bf8yzZxsQ%3D%3D

Best regards,

Colleges and Institutes Canada


[Reply](#) | [Forward](#)

Account Activation

New Password:

Confirm Password:

Policy: Password must have at least 8 characters

I'm not a robot 

Notification: Colleges and Institutes Canada User information



noreply@collegesinstitutes.ca

Wed 1/26/2022 4:47 PM



To: You

Dear [Redacted Name],

Your password has been changed. This is a notification that the password associated with this email, on <https://CICan.smartsimple.ca> has been changed.

If you made this change, you can disregard this notification.

If you did not change your password please contact your System Administrator.

You can also update your password at any time using the Forgot password link on the login page.

Sincerely

Colleges and Institutes Canada





4. PRE-DEPARTURE FORM

Welcome **Theresa Martin, Student**



Personal Profile



Change Password

Pre-Departure Form

You will find all of your pre-departure forms below.

1

Pending

0

Completed

Post-Participation Form

0

Pending

0

Completed

Pending

 1-1 of 1  

#	Application ID	Activity Type	Due Date	
1	2021-1211	Pre-Departure Form	2022-02-02	Open

2021-1211 - Pre-Departure Form



 Activity Summary

- DEMOGRAPHIC INFORMATION
- FINANCIAL SITUATION
- INTERNATIONAL MOBILITY EXPERIENCE
- TECHNICAL AND SOFT SKILLS
- EMPLOYABILITY AND AD

* Select your province of residence

Please Select 

* Select your post-secondary institution

Please Select 

* Please indicate your department / program of study

* How long is your program of study?

Please state college approved length, not how long it will take you.

Please Select 

* In what year of your program are you?

Please Select 

* How do you identify?

Please Select 

* What is your first language (language spoken in your home)?

Please Select 


* Do you identify as an Indigenous person, that is, First Nations, Métis or Inuk (Inuit)?

This includes urban and unaffiliated Indigenous peoples.

Please Select 

* Do you identify as a student with disability?

For the purposes of this program, disability is defined as a difficulty or impairment due to a long-term condition or health problem and/or experiences a limitation in their daily activities.

Please Select 

NEXT 

Save Draft

Submit