


## V.I.E - COUNTRY MEMO CANADA

*Are you planning a V.I.E. assignment in this country? Read all the information and obligations required to start the project. Steps to be taken jointly by the company in France, the local company and the applicant.*

### Key information:

- The V.I.E. participant is a beneficiary of the “**International Experience Canada (IEC) Young V.I.E. Professionals**” programme, subject to a quota
-  When registering for the pool, the candidate must select the application for a Young Professional permit in the category V.I.E., and insert a screen shot in their EVIE space proving they have registered for the correct category. Without this information, their name cannot be sent to the CIC.
- Recognition of V.I.E. status for French candidates
- The duration of V.I.E. assignment for French candidates is 6 to 24 months
- The duration of V.I.E. assignments for European candidates, excluding French, is 6 to 12 months, except for Irish candidates (see chart on page 5)
- Candidates must already bear an introductory letter and work permit
- As it is not possible, in the "Young Professionals" category, to extend your work permit or change your host structure, except in the case of subsidiaries of the same group and bearing the same name, we advise you to submit 24-month assignment plans from the outset.
- V.I.E. participants on assignment in Quebec should not subscribe to the Quebec Health Insurance Scheme (RAMQ)
- Participants in the IEC program (young professionals) may not have dependent persons. Spouses must make their application independently from the V.I.E. application.

### RESIDENCE PERMITS AND ADMINISTRATIVE PROCEDURES

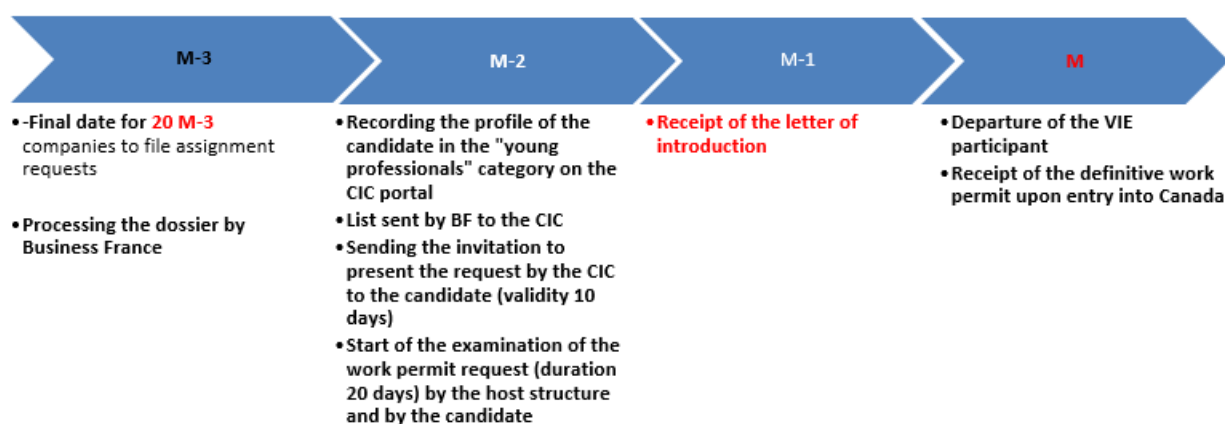
All V.I.E. candidates assigned to **CANADA** (any Canadian province) must be in possession of a “**letter of introduction at the entry point** – (POE)” issued by Canadian Immigration, sent via the MonCIC account, before their departure

(<http://www.cic.gc.ca/francais/services-e/moncic.asp>). This letter of introduction will be turned into a **work permit** by the Canadian border services upon their arrival on Canadian soil.

**Before departing, V.I.E participants must ensure that a copy of the letter of introduction is uploaded to their personal account on the website : « Mon Volontariat International » before the integration day.**

**Upon their arrival in Canada, a copy of their work permit will also be uploaded to their personal account on the website : « Mon Volontariat International ». As of 30 September 2016, an electronic travel authorisation (ETA) will be mandatory for air travel to Canada. V.I.E. participants having secured their initial work permit on or after 1st August 2015 will automatically be issued an ETA with their permit.**

## PROCESSING TIMES FOR APPLICATIONS TO CANADA



M = Month of assignment

Exc. unauthorized companies



**Travel authorisations (ETA) to travel to Canada by air are automatically attached to the work permit. There is no need to file an application.**



**Participants are asked to carefully review the work permit issued to them at their airport of arrival. In particular, it is essential that they check the permit's expiry date. Should the permit contain any errors, participants are advised to have it modified immediately by the immigration officer, so as to avoid costly and time-consuming procedures with the Canadian government.**

## FOR CANDIDATES OF FRENCH NATIONALITY

**Since 2018**, it is mandatory that candidates provide their biometric data: fingerprints and photograph (see page 5 point 7).

The IEC programme comprises 3 categories:

- Coop internship
- Work Holiday Permit (PVT)
- Young Professionals (V.I.E.)

Any candidates who have already submitted an application for the IEC programme, **must inform Business France thereof and withdraw their application if the letter of introduction has not been issued:**

<http://www.cic.gc.ca/francais/centre-aide/reponse.asp?q=936&t=25>

<http://www.cic.gc.ca/francais/centre-aide/reponse.asp?q=849&t=25>

V.I.E. participants falls into the category **"International Experience Canada (IEC) Young Professionals"** for young people with a post-secondary degree and wishing to gain professional experience, in the form of a job offer or a short-term employment contract (maximum 24 months).



To be eligible for the **"Professional Experience"** category, candidates must hold an offer for a job in Canada classified in one of the National Occupation Classification (NOC) professions belonging to skill levels O, A or B. See <http://www.cic.gc.ca/francais/centre-aide/reponse.asp?q=661&t=6> (see Appendix I)

French V.I.E. participants must apply via the IEC programme and register their profile in the "Young Professionals" category pool with the V.I.E. programme. (<http://www.cic.gc.ca/francais/travailler/eic/demande.asp>).

- ⇒ Applicants may not participate in the Young Professionals category more than **once**;
- ⇒ Candidates who have participated in IEC only once before 2015 may participate a second time, for a period of up to 24 months in the category of their choice;
- ⇒ V.I.E. candidates who have participated in IEC **more than once before 2015 are not eligible**;

See this link: <http://www.cic.gc.ca/francais/travailler/eic/admissibilite.asp?country=fr & cat=yp>

### Eligibility criteria:

Duration of the Young Professional permit and candidate eligibility:

<http://www.cic.gc.ca/francais/travailler/eic/admissibilite.asp?country=fr&cat=yp>

- Be between ages 18 and **28 for V.I.E participants** as at the date of receipt of the application;
- Hold a post-secondary degree;
- Be of French nationality and ordinarily reside in France or the overseas departments (Guadeloupe, French Guiana, Martinique, Reunion, Mayotte and Saint-Pierre and Miquelon); European candidates should refer to the table on page 4;
- Hold a French passport valid throughout the duration of the planned stay in Canada. **The work permit will not be valid beyond the passport's validity**;
- Be admissible in Canada;
- Have received a **job offer (via the Immigration Canada employer portal)** in the V.I.E. candidate's field of expertise. (evidence of academic or work experience) and participate in the candidate's further professional development. ; The candidate must be in possession of a job offer issued by the prospective host structure in Canada, referred to as employer. It is during the invitation to apply for work permit stage (step 4 in the new procedure below) that candidates must contact their host structure and direct it to the Employer Portal ( <http://www.cic.gc.ca/francais/services-e/portail-employeur.asp> ) so that it can submit the job offer and pay the related CAN\$230 fee. Subsequently, the host structure will give the V.I.E participant a **job offer** number which the latter will use in their work permit application. It should be noted that only host entities or structures with an establishment in Canada can enter the job offer on the employer portal. (See diagram of procedure on p.5 yellow insert)
- Not being accompanied by dependent persons;
- Pay the costs;
- Have the equivalent of CAN\$2,500 (approximately €1,700 at the current rate) to cover the V.I.E. participant's expenses. **(Business France certificate sent to the V.I.E. participant by email, the subject line of which shall read "Assignment request", when examining the file)**
- Show a round-trip ticket before departure or enough money to buy a round-trip ticket for the end of the authorised stay in Canada **(Business France certificate attached to the email sent to the V.I.E. Participant, the subject line of which reads "assignment request")**;
- Have health insurance for the duration of the stay **(Filhet-Allard certificate sent to V.I.E. candidates)**. Proof of this insurance must be provided upon arrival in Canada **(Business France certificate attached to the email sent to the V.I.E. candidate, the subject line of which reads "assignment request")**;
- Submit the **Business France certificate attached to the email sent to the V.I.E. candidate, the subject line of which reads "assignment request"**

### **The 10 steps in the new procedure:**

1. Candidates follow the instructions on the IEC program website to complete the coming to Canada questionnaire and to create their MonCIC account (<http://www.cic.gc.ca/ctc-vac/veniraucanada.asp>)
2. Candidates submit their profile in the “Young Professionals” category of the IEC program and **register in the V.I.E. pool**. They must inform the Business France visa unit of the date of their registration in the V.I.E. pool as well as provide the screen print of the “State of the International Experience Canada profile” indicating the category for which they are eligible; **the V.I.E. category must display as “eligible”**. This information will then be sent to the CIC so that the work permit can be duly issued. V.I.E. candidates then wait for the Immigration Canada verification process to be completed and prepares their supporting documents. Links: <http://www.cic.gc.ca/francais/travailler/eic/soumettre-profil.asp>

<http://www.cic.gc.ca/francais/travailler/eic/index.asp>



**When registering in the pool, candidates must select the “application for a young professionals’ permit”, in the category V.I.E. and insert a screen shot their space proving they have registered for the appropriate category, failing which, their name cannot be sent to the CIC. To ensure that they have registered for the right pool, they shall ensure that their V.I.E. option is described as “eligible”.**

3. Business France sends Immigration Canada, for verification purposes, the list of V.I.E. candidates whose companies have submitted an assignment project.
4. Following the verification stage, V.I.E. candidates receive an invitation from Immigration Canada to submit a work permit application via their MonCIC account. Candidates have 10 days to accept or reject this invitation. After accepting their invitation, V.I.E. candidates have 20 days (from the date of acceptance of the invitation) to complete the work permit application and other procedures, in particular with regard to their job offer. If the candidate rejects the invitation, their name returns to the pool, making them eligible for the next rounds of invitations. If the candidate **does not** respond to an invitation, it will expire on the deadline listed in the invitation. If it expires, the V.I.E. candidate must present a new IEC profile and be accepted again in the pool to be taken into consideration for future invitations.

You must wait at least two working days before submitting a new profile in the pool Link: <http://www.cic.gc.ca/francais/travailler/eic/invitations.asp>

5. Candidates must ask their host structure, designated as employer and based in Canada\* (before or after having accepted the invitation but within the limit of 20 days set out in the previous step), to enter their job offer to the V.I.E. participant in the employer portal (<http://www.cic.gc.ca/francais/services-e/portail-employeur.asp>) and pay the related CAN\$230 fee. Once the offer has been entered and paid for, the V.I.E. host structure will receive a job offer number which it will have to provide to the V.I.E. to be used in the subsequent work permit application.

*\* only host entities or structures with a base in Canada can enter the job offer on the employer portal.*

6. Upon receiving the job number from the host organisation, candidates will continue to process their application on-line and download the certificate sent by Business France as well as all other documents requested by the Canadian authorities (if applicable) such as medical examinations, police certificates etc. Candidates who do not have the required documents may upload proof that they have applied for these documents.

Link: <http://www.cic.gc.ca/francais/travailler/eic/demande.asp>

7. At the end of this stage, candidates must pay on-line the CAN\$150 fee, as well as the CAN\$85 fee for biometrics\*, then submit their application. It is important to understand that steps 5, 6 and 7 must be completed before the 20-day period.

Once the application has been submitted, Immigration Canada reserves the right to request additional documents.

Link: <http://www.cic.gc.ca/francais/travailler/eic/apres.asp>

**\*Concerning biometric costs:**

CIC will send candidates an instruction letter specifically dealing with biometrics via their account after the application has been submitted. Candidates will then have **30 days** after receipt of the instruction letter to go to a [visa application centre](#) to enter their biometric data.

For more information, visit the [Canada.ca/biometrie](http://Canada.ca/biometrie) site.

8. Before receiving their letter of introduction, candidates may withdraw their application at any time and can be reimbursed for any costs that have been paid. The employer's costs will also be reimbursed. **No reimbursement will be possible once the letter of introduction has been issued.**

9. The letter of introduction will then be sent by Immigration Canada (entitled Point of Entry Letter of Introduction – (POE)). Following receipt of the latter, V.I.E participants must ensure that they hold a passport valid for the desired duration as well insurance against the risk of receiving a permit for a shorter period.

10. On arrival in Canada, candidates will present their letter of introduction at the point of entry – (PDE) as well their passport (+ other documents that may be requested such as the certificate from Business France, proof of insurance from April indicating cover for the total duration of 24 months (very important, this document was provided to you by Business France), your job offer (via the employer portal) indicating the duration of employment, a passport valid for the entire duration of your stay, proof of money to cover your immediate needs during your first days/months in Canada (copy of the Letter of Commitment), also if you can, a bank statement indicating what you have in your main account, etc.) to a Canada border services officer who will subsequently issue the requested work permit.

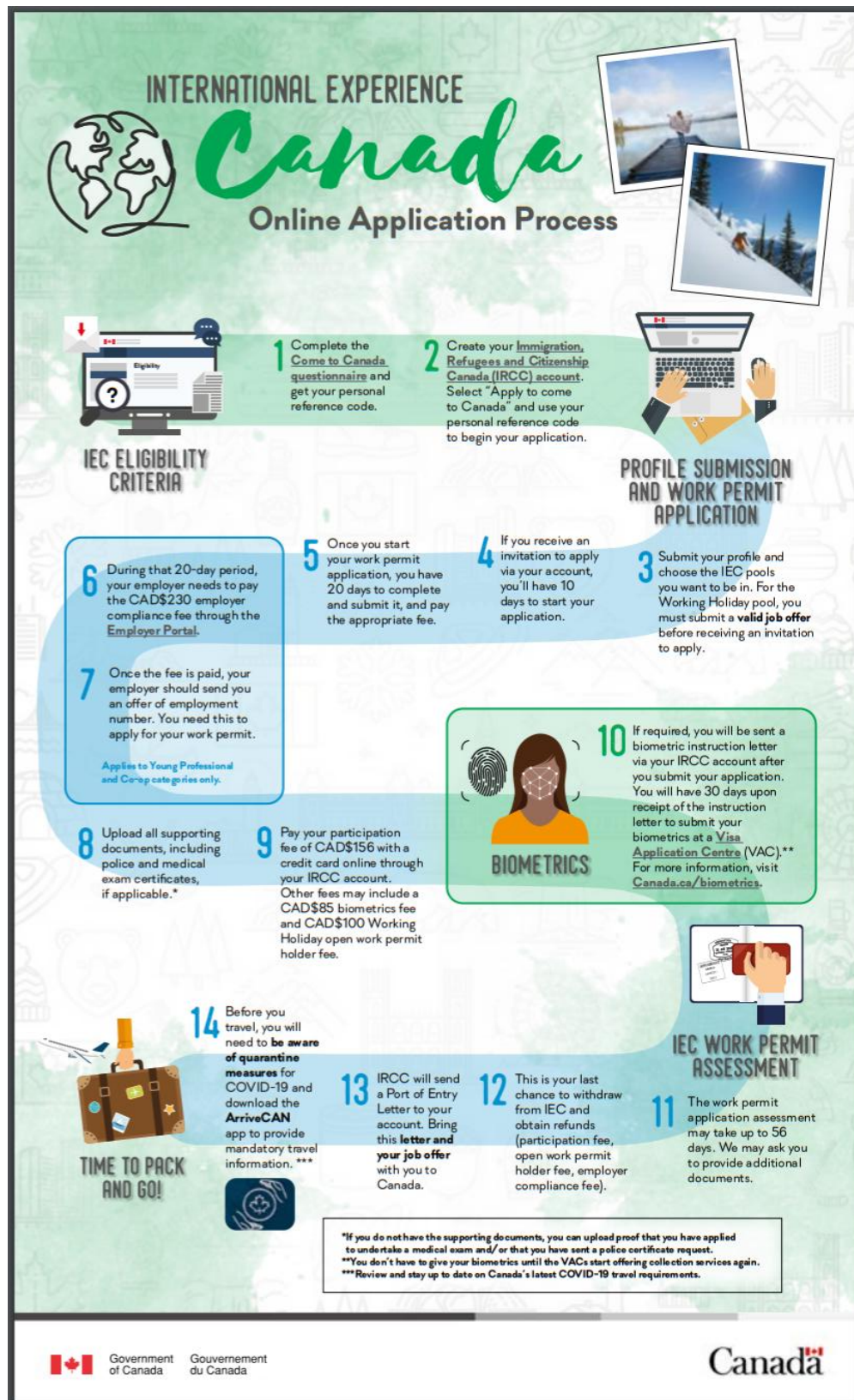
Link: <http://www.cic.gc.ca/francais/travailler/eic/arrivee.asp>

**The link below lists the main questions regarding procedures for securing a work permit and can help you through each of the stages:** <http://www.cic.gc.ca/francais/centre-aide/resultats-par-sujet.asp?top=25>

**To view the 2021 quota, please follow the following link:** <http://www.cic.gc.ca/francais/travailler/eic/selection.asp> , **the number of spots available is updated every Wednesday at 10 a.m. local time.**



You can view the flowchart of the new procedure by clicking on this link <http://www.cic.gc.ca/francais/travailler/eic/aperçu-procedure.asp> or by referring to the visual on the next page:



### Watchpoints for this procedure:

- In the context of the V.I.E. assignment, candidates are to select the “Young Professionals” category.



If you have already been granted a permit in a programme other than EIC (e.g. Post Diploma), you do not have to forfeit it. Your permit remains valid as long as you remain in Canada and comply with the related conditions.

Nevertheless, you must submit a V.I.E. Young Professionals application if you are a candidate for a V.I.E. assignment.

- The deadlines listed in the procedure are firm. Business France will not be able to intervene in any way in the event of non-compliance.
- Once the “invitation to submit the request” has been received, candidates have a maximum of 10 days to “accept the invitation” in their MonCIC account.
- Once their invitation has been accepted, the candidate and their company have 20 days to complete the job offer on the employer portal, finalise the work permit application, pay the costs and make their submission.

During this 20-day period:

- The host structure, designated as the employer, must enter the job offer addressed to the V.I.E. participant on the employer portal (<http://www.cic.gc.ca/francais/services-e/portail-employeur.asp>), pay the CAN\$230 fee and inform the candidate of the job offer number received after payment of the costs.
- Successful candidates will send the list of required documents (<http://www.cic.gc.ca/francais/travailler/eic/demande.asp>) via their MonCIC account and pay the participation costs of CAN\$150.
- During the review of the application, additional documents may be requested.
- If the work permit application is approved, the V.I.E. participants will receive an **introductory letter from Immigration Canada** in their MonCIC account. **This is the introductory letter at the entry point (POE).** This letter must be shown upon arrival in Canada.
- **Processing time:** 56 days from the date of submission of their work permit application via the MonCIC account (this period may change depending on the time required to receive the police certificate).
- **Reminder: a copy of the letter of introduction must be uploaded to the V.I.E. participant's personal account on the website: «Mon Volontariat International» before the induction meeting.**
- The final permit will be issued on arrival in the country by Canadian customs and inserted into the V.I.E. participant's passport.

### For spouse(s), or common-law partners:

Participants in the IEC program (young professionals) may not have dependent persons; this is one of the eligibility conditions for participating in this programme. The spouse or partner may make a separate request, but the said request will be independent from the V.I.E. participant's request.

V.I.E. participants may not include their spouse in their application. If they wish, their spouse may submit their own request. The procedure for spouses is explained on this page of the CIC site:

<http://www.cic.gc.ca/francais/centre-aide/reponse.asp?qnum=841&top=25>



In the event of a technical problem with your MonCIC account or during the work permit application process, or to receive news about the status of the V.I.E. file (if the file has exceeded the normal processing times), please use this link to contact Immigration Canada:

<https://secure.cic.gc.ca/enquiries-renseignements/canada-case-cas-fra.aspx>



**If you are granted a permit of less than 24 months**, you must inform the border services agents that the France-Canada mobility agreement entitles you to a 24-month permit and show the documents listed above. If, despite all the evidence shown, the agent issues you a permit of a shorter duration, you must inform the visa unit as quickly as possible and send a copy of your permit.



**Any V.I.E. candidates having spent more than 6 months in a foreign country from the age of 18**, must provide a **police certificate** from that country or countries within the last six months.

As the waiting time can range from 12 to 16 weeks, it is strongly recommended that V.I.E. candidates request this certificate before even applying for a V.I.E. in Canada. A receipt for submitting the application may suffice to submit the work permit application via the MonCIC account (<http://www.cic.gc.ca/Francais/information/securite/cert-police/index.asp>)

**If the procedure has not been initiated sufficiently in advance, Business France cannot guarantee that the assignment will remain in place.**

**It should be noted that no change of host/employer structure is allowed in the "Young Professionals" category, unless:**



- the same employer is the same (relocation),
- The transfer is to a subsidiary of the same group **and** bearing the same name (for example: XYZ Montreal Company / XYZ Toronto Company).
- The company in which the Participant was on assignment has ceased operations.

**Before proceeding, you must contact the visa unit, which will review and validate the feasibility of the transfer.**

You **may not** change employer in the following situations:

- A different employer has offered you a better salary;
- You want to work at a different place;
- You do not like your work or do not get along with your employer.

<http://www.cic.gc.ca/francais/centre-aide/reponse.asp?qnum=1187&top=25>

- For V.I.E. participants on assignment in **Quebec**:



International internship is not a job but a commitment provided for under the National Service Code (CSN). As a result, V.I.E. interns have a distinct status as pertains to social protection.

**V.I.E. participants must hold private insurance and should not register with the Quebec Health Insurance Scheme (RAMQ).**

### V.I.E. CANDIDATES OF EUROPEAN NATIONALITY

During their V.I.E. participation, **European candidates** are considered eligible provided that the country from which they hail has entered a bilateral “**Young Professionals**” agreement with Canada. The European countries currently covered are listed below:

<http://www.cic.gc.ca/francais/travailler/eic/admissibilite.asp>

COUNTRIES	Number of months	Observations
<b>Germany</b>	12 months	The Young Professionals category is designed for German citizens with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates.
<b>Austria</b>	12 months	The Young Professionals category is designed for Austrian citizens who have a permanent job in Austria. Participants must have a signed job offer or an employment contract (up to 12 months) signed by a partner or parent company or subsidiary in Canada before registering their profile in the Young Professionals pool.
<b>Croatia</b>	12 months	The Young Professionals category is designed for Croatian citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates. They may participate in IEC twice, in any category, and must leave a period of three months between the expiry date of their first work permit in Canada under the IEC program and the date of submission of their second work permit application under IEC.
<b>Spain</b>	12 months	The Young Professionals category is designed for Spanish citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates
<b>Estonia</b>	12 months	The Young Professionals category is designed for Estonian citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates.
<b>Greece</b>	12 months	The Young Professionals category is designed for Greek citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates.
<b>Ireland</b>	24 months	The Young Professionals category is designed for Irish citizens, particularly those with a post-secondary degree or diploma. Participants must have a

		signed job offer or a signed employment contract (up to 24 months) before registering their profile in the pool of candidates. They may only participate in the Young Professionals category once.
<b>Latvia</b>	12 months	The Young Professionals category is designed for Latvian citizens, especially those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates.
<b>Lithuania</b>	12 months	The Young Professionals category is designed for Lithuanian citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates
<b>Norway</b>	12 months	The Young Professionals category is designed for Norwegian citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates
<b>Netherlands</b>	12 months	The Young Professionals category is designed for Dutch citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates.
<b>Poland</b>	12 months	The Young Professionals category is designed for Polish citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates
<b>Czech Republic</b>	12 months	The Young Professionals category is designed for Czech citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates
<b>Slovakia</b>	12 months	The Young Professionals category is designed for Slovak citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of IEC candidates.
<b>Slovenia</b>	12 months	The Young Professionals category is designed for Slovenian citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates.
<b>Sweden</b>	12 months	The Young Professionals category is designed for Swedish citizens, particularly those with a post-secondary degree or diploma. Participants must have a signed job offer or a signed employment contract (up to 12 months) before registering their profile in the pool of candidates

## V.I.E DURATION

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V.I.E. Participants **of French nationality** can be assigned to **Canada** for a period of **6 to 24 months**.

The status of V.I.E. participant provides for the possibility of them staying in France for 182 days per 12-month period, prorata temporis the total duration of the assignment.  
At the start of the VIE contract and before the Volunteer travels to the country of assignment, Business France allows companies to train them in France for a maximum period of 4 months.



**In accordance with the eligibility criteria, it is highly recommended to submit a 24-month assignment project and thus apply for an initial 24-month work permit.**

**European V.I.E. candidates** may be assigned to Canada for a period of **6 to 12 months**, with the exception of Irish candidates (**6 to 24 months**).

## EXTENSION OF ASSIGNMENT

**As part of the IEC programme, extensions are authorised in the following 2 cases:**

- **Extension of assignment in Canada:** V.I.E. participants who have been granted a 12-month work permit, as requested, and whose company would like to extend the contract for up to 12 more months (not exceeding 24 months total) will have to apply for an extension of permit by requesting a change of residence in their current permit. The relevant instructions can be found in the link below:

<http://www.cic.gc.ca/francais/information/demandes/guides/5553TOC.asp>

In this case, the host structure in Canada must submit a new job offer via the employer portal and pay the CAN\$230 fee.

**Note:**

In the Details on employment section, for \* reason for EIMT waiver, please enter “C21 – International Experience Canada – R205(b)”

V.I.E. participants will not be required to pay the CAN\$155 fee; however they **MUST** attach an explanatory letter stating why they are exempt from paying the costs.

The supporting letter must refer to the E.I.C- Jeune Pro- V.I.E program



**Important: The permit may be extended under these conditions only if the employer is the same.**

**Request to modify conditions of stay:** V.I.E. participants who have been granted a permit for less than the duration requested may apply for a modification of their work permit to be granted the duration initially requested. These candidates and their companies will not be required to pay the fee again; however, they will need to send proof of payment and the number of the job offer with their request for modification of the permit to the CIC.

<http://www.cic.gc.ca/francais/information/demandes/sejour-travail.asp>

For the other candidates:

- ⇒ Applicants may not participate in the Young Professionals category more than **once**;
- ⇒ Candidates who have participated in IEC only once before 2015 may participate a second time, for a period of up to 24 months in the category of their choice;
- ⇒ V.I.E. candidates who have participated in IEC **more than once before 2015 are not eligible**;

See this link: <http://www.cic.gc.ca/francais/travailler/eic/admissibilite.asp?country=fr & cat=yp>

## TRANSFER OF A V.I.E PARTICIPANT FROM THE UNITED STATES TO CANADA

For the transfer of a V.I.E participant from the **UNITED STATES** to **CANADA**, the processing time is **8 weeks**:

- ⇒ **1 week** to receive the **“FBI Background check”**, if the request is made on-line via the website of the Federal Bureau of Investigation <https://www.fbi.gov/services/cjis/identity-history-summary-checks> (new procedure 2018)
- ⇒ **8 weeks to receive the work permit application**

V.I.E participants must provide an additional mandatory document: an **“FBI Background check”** which is to be requested from the FBI on-line within 5 days.

For this purpose, candidates must:

- Complete the on-line forms
- Have your fingerprints taken at an approved centre (often the local police office) and sent to the FBI by post.

The work permit application remains pending until this document is provided by the V.I.E. participant.

The **“FBI Background check”** request by post takes 12 to 16 weeks to process.



**It should be noted** that any transfer of V.I.E. participants from their country of assignment to Canada may involve a request for a criminal record from the Canadian authorities and therefore extend the initial processing times.

## PRACTICAL PROCEDURES IN THE COUNTRY OF ASSIGNMENT

V.I.E. participants are strictly forbidden from travelling – for professional or personal reasons – within the ‘red’ zones designated by the Crisis Centre of the Ministry of Foreign Affairs (<http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>). Travel – for professional or personal reasons – or assignments within so-called “orange” zones are subject to approval.

This website also contains information relating to the health conditions (mandatory vaccines/medical treatments) in the country of assignment, or in other countries to which

V.I.E. participants might have to travel during their assignment. It is essential to check the website before travelling.

V.I.E. participants must contact the Business France office or the relevant *Service Economique* within 15 days of arriving in the country of assignment (the contact details are provided in the V.I.E. participants’ letter of appointment).

V.I.E. participants expressly agree to register with the consular authorities within 15 days of arriving in the country of assignment.

French nationals will find all necessary information at the following website: <http://www.ambafrance-uk.org/-Ambassade-de-France-.html>

V.I.E. participants and their dependants will have the benefit of social security cover for the entire duration of their assignment. The cover included in the contract includes healthcare costs, repatriation assistance, contingencies, special risks and civil liability insurance. A guide and explanatory notes are available in the V.I.E. participant’s on the website : « Mon Volontariat International » account.

## TAXATION

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In principle, V.I.E. participants on assignment in **CANADA** are not subject to tax in this country.

However, if this rule were to change, the provisions of article 2-5 of the agreement signed between BUSINESS FRANCE and the host company would apply.

This article reads as follows:

“If the amounts paid to the V.I.E. Participant are considered by the Country of Assignment as being subject to tax, this tax shall be payable by the French Host Organisation.

If the French Host Organisation bears, either in whole or in part, in kind or in cash, the accommodation costs of the V.I.E. PARTICIPANT, it must pay any tax required of the V.I.E. PARTICIPANT in relation to his/her occupation of his/her accommodation.”

N.B. : Please keep us informed of any enquiries made by foreign tax authorities regarding the tax status of the V.I.E. participant.

Companies are advised not to re-invoice the cost of the V.I.E. to their local host entity, as this would result in tax consequences in the event of an audit. Under no circumstances may the Economic Department and/or BUSINESS FRANCE regularise a situation that falls under the responsibility of the company in France.

Furthermore, BUSINESS FRANCE points out that V.I.E. participants are awarded V.I.E. status on the very first day of the month of their assignment. As of this date, V.I.E. participants cannot perform paid work concurrently, whether in the public or private sector, until the end of the assignment (including periods of leave).

At the end of their Volunteer assignment, V.I.E. participants will not be able to retain their status and rights as Volunteers (even if the duration of their permit exceeds the duration of their V.I.E. assignment). In this case, V.I.E participants will be required to regularise their situation with the host structure and Immigration Canada (<http://www.cic.gc.ca/francais/travailler/prolonger.asp>).

## SOCIAL SECURITY

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Throughout the assignment, the V.I.E. has social security coverage set up by Business France (health, repatriation, work accident). During this period, the volunteer is not affiliated with French social security or the host country's social welfare protection system.

## SECURITY

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**Depending on changes in the safety situation**, travel within certain countries or regions may be discouraged or even prohibited. In addition to the request for authorisation for any travel outside the country of assignment (or in any orange zones of Kazakhstan), the intern must obtain information about the safety conditions by referring to the map created by the crisis and support centre, which details the status of each country by colour.

Green zone	Normal vigilance: no particular safety constraints
Yellow zone	Enhanced vigilance
Orange zone	Travel permitted with the prior agreement of the V.I.E.

	correspondent
Red zone	Formal ban on entering the zone

Everything you need to know about safety rules in Canada	→	<a href="#">Travel advice website / Canada</a>
Everything you need to know about safety rules around the world	→	<a href="#">Travel advice website</a>

## YOUR CONTACTS

YOU ARE :	
COMPANY	V.I.E CANDIDATE/V.I.E
<b>Launch of a new V.I.E project</b> → Your V.I.E commercial advisor	<b>Question related to the running of the V.I.E assignment</b> → Ask us a question: <a href="#">Here</a> → By phone : + 33 (0)4 96 17 25 00
<b>Question related to the running of the V.I.E assignment</b> → Your V.I.E contact	
<b>Question related to local conditions</b> → Your V.I.E. correspondent :  <b>Mrs. Mélanie BOUDE</b> <a href="mailto:melanie.boude@businessfrance.fr">melanie.boude@businessfrance.fr</a> / <a href="mailto:infovieadn@businessfrance.fr">infovieadn@businessfrance.fr</a> Tél. +1 514 670 3978 Business France Office in Montréal 1010 Rue Sainte-Catherine O Ste 200, Montréal, QC H3B 5L1 CANADA	
	

Information provided for general information purposes. Business France accepts no responsibility for the accuracy, relevance, timeliness, reliability or exhaustiveness of the information provided, that does not constitute personalised advice. Recipients must refrain from using this information without first having consulted professionals in the appropriate domains.



## APPENDIX I

### How to access the National Occupation Classification (NOC) codes:

The codes and information are available on the website of the Employment and Social Development body <http://www5.rhdcc.gc.ca/CNP/Francais/CNP/2011/IndexProfessions.aspx>

To qualify under the Canadian Experience Class, you must have skilled work experience in one of the following categories:

Skill Type **O** (management positions), Skill Level **A** (professional positions) or Skill Level **B** (technical positions and skilled trades).

These codes are used to describe the work performed by many people in similar jobs in the same occupational sector.

### Skill Type **O** – Management positions

This category includes management positions. These occupations are considered to be at the top of the hierarchy, entailing high levels of responsibility, accountability and specialised expertise.

Management is responsible for making decisions that affect the organisation as a whole or individual departments within the organisation. Expertise is gained through education or extensive work experience. For this reason, all management occupations in the NOC 2011 are also part of Skill Level **A**.

The first digit of the code for all management professions is **O**.

### CNP skill level criteria – education/training and other criteria

#### Skill Level **A**

These professions require a university degree (Baccalaureate, Master's or Doctorate). These professions include, for example, doctors, nurses, pharmacists and engineers.

#### Skill Level **B**

These professions typically require:

- Two to three years of post-secondary education at a community college, technology institute or CEGEP; **or**
- Two to five years of apprenticeship training; **or**
- Three to four years of secondary education followed by more than two years of on-the-job training; **or**
- Specialised training courses or specific work experience

Skill Level **B** refers to occupations with significant health and safety responsibilities (e.g. fire-fighters, police and licensed auxiliary nurses). Skill Level **B** also encompasses professions with supervisory responsibilities.