

Tips for Completing an NYA Application

Follow these tips to make applying to Northern Youth Abroad simple and quick!

- Apply online** - Avoid the hassle of having to print, fax or mail by completing your application online! You can fill out an application form and get referral forms online at www.nya.ca/apply.
- Check your email** – Email is the easiest way to stay in touch with NYA. If you don't have an email address, you can create one for free such as Gmail.
- Double-check** – Make sure you have filled out all sections of the application form. Your Application Package is not complete until you send in the “Participant Referral Forms” that you will ask your mentor and another adult to fill out. It's important that all **your contact information is correct** so we can reach you with your next steps.
- Ideas of who to ask for a referral:**
 - Mentor (they have to fill one out) – a teacher, NYA alumni, youth centre staff, etc.
 - Your second reference – a teacher, your boss, a co-worker, etc.
 - Immediate family members (mom, dad, sister, brother, grandparents, etc.) **are not allowed to be your mentor or second reference.**
- Get your application in early if you can** – It's a good idea to complete and submit your application early to avoid any last-minute problems.
- Keep a copy of your application** – Whether you submit your application online, or send it via fax, e-mail, or mail, keep a copy of it in a safe place so you can access it later.
- Need Help?** If you need help or have questions, email nya@nya.ca or call the NYA Staff at 1-866-212-2307. You can also text us at 1-867-888-4001.

If you are filling out the application online or electronically...

- Have your information ready** – Online applications cannot be saved until they are submitted. This means you will need to be prepared with all your information, including your contact information and your mentor and other referral details before starting the application.
- Devices and internet** – You can use a phone, tablet or computer to submit an online application, though a computer is easiest. A stable internet connection is helpful to avoid problems with submitting your application.

If you are filling out and faxing a paper copy...

- Single-sided** - Make sure your application has been printed on only one side of the paper. This makes it much easier to fax once it is filled out.
- Black Pen, not Pencil** – Fill out the application in black ink. **Do not use pencil** as it does not show up on the fax machine. Make sure to **write clearly** on your application so we can read it!

What happens after you apply?

- NYA will contact you to schedule a short phone interview with one of our selection teams from mid-November to mid-December.
- You will know whether you are selected before your Christmas holiday.
- Selected Participants and Alternates will receive their first assignment pack at the beginning of February.