

**National Fieldwork Placement Service (NFPS)  
INTERNATIONAL STUDENT PLACEMENT REQUEST FORM (2011)**

**Applicant Information**

<b>Name:</b>	<b>Mailing address:</b>
<b>Nationality:</b>	<b>Email address:</b>
<b>University:</b>	<b>Level:</b>
<b>Requested placement date:</b>	
<i>Please note: NFPS does not accept applications for placements longer than 8 weeks in length, or for placements during the months of June, July or August.</i>	
<b>First Language</b>	Please list any other languages in which you are fluent (oral and written):
Will you have use of a vehicle for this placement?	If you have access to a vehicle in a specific location, please indicate which location:

**Placement Information**

**PLEASE NOTE**

- Complete your placement request using clear and concise information
- Indicate three (3) choices
- Placements are NOT available to International Students in the Greater Toronto Area, Victoria or Vancouver due to the high demand of Canadian students for these locations.

	Province	Region/City	Preferred Field of Practice <small>(e.g. neuro, ortho, MH, hands)</small>	Preferred Practice Setting <small>(e.g. acute care, hospital, private practice)</small>	Preferred Age Group
<b>1<sup>st</sup> Choice</b>					
<b>2<sup>nd</sup> Choice</b>					
<b>3<sup>rd</sup> Choice</b>					

**Please list all placements previously completed:**

Placement #1 \_\_\_\_\_

Placement #2 \_\_\_\_\_

Placement #3 \_\_\_\_\_

Are you willing or able to do a placement in any previous placement field of practice?    Yes     No

**National Fieldwork Placement Service (NFPS)  
INTERNATIONAL STUDENT PLACEMENT REQUEST FORM**

**Special Considerations**

In the event of a special request, arising from child care or health needs, NFPS will endeavor to accommodate this request, at its discretion, subject to the availability of a suitable placement. Information regarding a special request is confidential and will not be disclosed to the fieldwork education site.  
Please briefly outline the reasons for your request. NFPS reserves the right to request further information before granting some requests and while NFPS will try to accommodate, there is no guarantee.

---

---

---

---

**Educational Institution Use Only**

Fieldwork Coordinators/or equivalent at the International Student's education institution, can comment here to NFPS regarding the applicant's previous experience, or other clarifications deemed necessary.

---

---

---

---

<hr/> <p>Student Name</p> <hr/> <p>Signature</p> <hr/> <p>Date</p>	<hr/> <p>Fieldwork Coordinator/Equivalent</p> <hr/> <p>Signature</p> <hr/> <p>Date</p>	<p><u>University Name &amp; Address</u></p>     <p>Deadline for NFPS to find placement</p> <hr/>
<input type="checkbox"/> Payment in Canadian Dollars sent		
<p><b><i>Students please note that requests will not be considered until payment has been made in full.</i></b></p>		

**General Information about NFPS**

**Placement Procedures:** NFPS will make every effort, within reason, to place a student in the area of their choice, with as much notice as possible so the student can make insurance and Visa arrangements. There is, however, no guarantee of a placement matching the request. Partial refunds will be made if a placement cannot be found, but if a placement offer is made and is rejected or falls through, there will be no refund. It is the students responsibility to fill this form out clearly and concisely and provide all required documentation to help NFPS's placement efforts match the students placement needs.

**Placement Notification:** Students will be notified of their placement by NFPS with as much notification as possible.

**Vancouver and Victoria:** Due to the large number of requests for placements in these areas, placement requests will not be made by NFPS.

**Province of Ontario:** NFPS does not accept applications from International Students for the province of Ontario due to the Workplace Safety and Insurance Board of Ontario (WSIB) requirements for students.

**Length of placements:** NFPS does not accept applications from students who are looking for placements longer than 8 weeks. This is because sites are not willing to accept students for longer periods of time.

**Summer placements:** Please note that NFPS does not accept applications from International students who require a placement during the months of June, July and August due to the limited number of placements available during those months and high demand from Canadian students.

**Fees:** NFPS charges international students \$400 with a \$150 refund if NFPS is unable to find a placement in one of the three choices listed by the student. If a student turns down a placement that matches their request no refund will be made and no other offer will be made to the student. If a placement falls through, due to no fault of the student, NFPS will make a reasonable attempt to find another placement, and if unsuccessful, a \$150 refund will be made. **ALL payments are to be made by Money Order in Canadian funds payable to National Fieldwork Placement Service.** Refunds will be provided in Canadian funds.

**Educational program:** must submit the following documents:

- Written confirmation that the educational program is recognized by WFOT;
- Written confirmation of program approval and support for the student;
- Summary of Occupational Therapy Program;
- Summary of fieldwork experience of the student to date;
- Outline of objectives and evaluation forms for the fieldwork placement; and
- Outline of communication plan between program and fieldwork site in Canada

**Work permits & visas:** Students are responsible for contacting the Canadian Embassy in their county of residence **BEFORE** any placement to ensure they meet all eligibility requirements and have time to complete all the necessary paperwork. Students are responsible for any costs associated with visas and work permits.

**Travel & accommodation:** Students are responsible for all living and travel arrangements and costs. These arrangement needs to be made **BEFORE** coming to Canada.

**Liability/malpractice insurance:** Students **MUST** provide a copy of liability/malpractice insurance. If the educational program does not provide this, the insurance may be purchased in Canada from Willis Canada. Without a copy of the insurance certificate, placement will be cancelled. Sites require different levels of insurance so students should be prepared to buy additional insurance to that their university provides.

**For more information:** [www.nfps.ca](http://www.nfps.ca)

**Students:** Please sign here to indicate that you have read the General Information and understand the application and placement process

---

Student Name

---

Signature

---

Date