

IMPORTANT NOTICE

APPLYING FOR EMPLOYMENT INSURANCE

To apply for
Employment Insurance you must apply on-line at
www.servicecanada.gc.ca

Apply IMMEDIATELY after your last day of work.
Your claim START DATE is the day you apply on-line.
You do not need your Record of Employment to start your
claim process.

Upon receipt of your tuition we will forward to you:

1. Tuition Receipt and Confirmation of Attendance
2. Federal Information Sheet

The information sheet will provide a
REFERENCE CODE
which you will need to apply online for employment
insurance.

**Refer to the information provided in the attached
Apprenticeship Technical Training Information**