



The Federal Internship for Newcomers Program

What is the Federal Internship for Newcomers Program?

The Federal Internship for Newcomers (FIN) Program offers [eligible](#) newcomers a chance to gain temporary work experience with federal, provincial and municipal organizations.

Since 2010, Immigration, Refugees and Citizenship Canada (IRCC) has delivered the Program in partnership with [participating immigrant serving organizations](#) (ISOs) that pre-screen and prepare candidates for this highly competitive application process.

Each year, over 1000 candidates apply to the Program, but only about 100 receive placements. Since the process is so competitive, preparing requires a lot of time and effort.

To be eligible, you must meet these requirements:

- Be a permanent resident or Canadian Citizen, in Canada for ten years or less, counting from the day you became a permanent resident to the date you apply (in early May, 2019).**
- Live or work in Ottawa/Gatineau, Halifax, St. John's, Toronto, or Victoria.**
- Be registered and pre-screened with a partner immigrant serving organization and have your files current and updated.**
- Have a post-secondary degree, except for some administrative positions where it's only an asset.**
- Have the necessary language skills in English or French. You must have one of the following:**



- ❖ Diplomas, transcripts, or certificates from a recognized, post-secondary institution (in Canada or abroad) that show that you successfully graduated or completed a program in English or in French **OR**
- ❖ Proof of language skills through tests, that include:
 - [Canadian Language Benchmarks](#) of 7 or more in each competency, in either English or French*
 - [Canadian English Language Proficiency Index Program: CELPIP-G 7*](#)
 - [International English Language Testing System: IELTS 6*](#)
 - [Test d'évaluation de Français: \(TEF\)*](#)
 - 310-348 in speaking and writing (expression orale/écrite)
 - 249-279 in listening (compréhension orale)
 - 207-232 in reading (compréhension écrite)
 - [Test de connaissance du français \(TCF Canada\)*](#)
 - 10-11 in speaking and writing (expression orale et écrite)
 - 458-502 in listening (compréhension de l'oral)
 - 453-498 in reading (compréhension de l'écrit)

Only scores obtained on or after **May 2, 2017, in these tests will be considered.*



Strong language skills are extremely important to be successful in the FIN Program process. You will be evaluated on language at every stage. Therefore, even if you meet these requirements, take the advice of your employment counsellor if they recommend that you improve your language skills before applying.

These are the types of positions available through the FIN Program. Do you have the qualifications and experience that match any of these requirements?

Position Title Classification & Level	Description	Responsibilities may include (may vary based on position)	Educational Qualifications	
Administrative Clerk CR-05	Experience providing clerical support	<ul style="list-style-type: none"> ▪ Providing clerical support, such as file set up and records management. ▪ Working with internal and/or external clients to assess and meet needs 	<ul style="list-style-type: none"> ▪ Secondary school diploma or ▪ Bachelor's degree or college diploma 	<input type="checkbox"/>
Administrative Officer AS-01	Experience providing administrative support	<ul style="list-style-type: none"> ▪ Coordinating incoming and outgoing correspondence, managing calendars, scheduling and organizing teleconferences, videoconferences, meetings, or events, note taking, making travel arrangements, and/or setting up and maintaining filing systems. ▪ Verifying, recording, and processing forms and documents 	<ul style="list-style-type: none"> ▪ Secondary school diploma or ▪ Bachelor's degree or college diploma 	<input type="checkbox"/>
Program Officer PM-02	Experience working in teams to support projects within tight timelines	<ul style="list-style-type: none"> ▪ Working with partners, clients, or stakeholders in project teams/groups to achieve goals. ▪ Researching, analyzing, and synthesizing information to produce reports 	<ul style="list-style-type: none"> ▪ Bachelor's degree or College diploma ▪ Master's degree 	<input type="checkbox"/>
Economics/Policy Analyst EC-02	Experience conducting research and developing policy advice in conjunction with stakeholders.	<ul style="list-style-type: none"> ▪ Researching, analyzing, and synthesizing information to contribute to research papers and make policy recommendations. ▪ Collaborating with partners or stakeholders to incorporate various perspectives and produce evidence-based policy. ▪ Writing succinct reports or briefing notes under tight timeframes 	<ul style="list-style-type: none"> ▪ Bachelor's degree or College diploma ▪ Master's degree 	<input type="checkbox"/>
IT Technician, Programmer, or Tester CS-01	Experience in developing IT infrastructure, delivering IT support, and meeting clients' needs	<ul style="list-style-type: none"> ▪ Writing, modifying, integrating, testing computer code. ▪ Analyzing system requirements, developing and implementing information systems, contributing to development plans, policies and procedures ▪ Meeting clients' needs through exceptional service 	<ul style="list-style-type: none"> ▪ Bachelor's degree or college diploma in computer science or a related field 	<input type="checkbox"/>

Next Steps!

- If you meet these criteria, ask your employment counsellor about attending an information session to learn more about the FIN Program and the application process.**
- If you're not eligible, please talk to your employment counsellor about other employment support options for you.**