

## PROCESS FOR APPLICATION FOR INTERNATIONAL STUDENTS

- Complete the application form, available by contacting Karen Stephens at 905-335-3663 Ext. 3435 and attach official copies of the past two years of school records (translated into English), a copy of passport and a cheque for \$325.00 Cdn. made out to Halton District School Board. This is a non-refundable administration fee.
- Send the application form, school records and cheque to the International and Visa Coordinator at Halton District School Board, J. W. Singleton Centre, 2050 Guelph Line, Burlington, Ontario L7R 3Z2. The application will then be forwarded to the appropriate school for their review.
- Upon acceptance, the Letter of Acceptance will be issued, the letter will need to be taken to the Immigration Office in the home country to obtain a Study Permit.
- Tuition fees must be paid in full by certified cheque or bank draft or direct deposit or by credit card prior to the Letter of Acceptance being issued.
- With the Letter of Acceptance, Custodianship forms will be attached, which need to be completed and notarized to identify who will be responsible for the student during the study time in Canada. These forms can also be downloaded from the [www.cic.ca](http://www.cic.ca) website. If the student's parent/guardian will be staying with the student in Canada, this form is not necessary.
- When you arrive in Canada and **before you can register at the school, you must contact the International and Visa Coordinator for an appointment.** You must bring the originals of:
  - ✓ Study Permit
  - ✓ Passport
  - ✓ Identification of parent/guardian or custodian
  - ✓ Notarized custodianship documents (if applicable)
  - ✓ Immunization records
  - ✓ Private health insurance (which must be arranged in advance)
  - ✓ Proof of address of where student will be staying

For further information, please refer to our website at [www.hdsb.ca](http://www.hdsb.ca) under Parent Info or contact

Karen Stephens, International & Visa Coordinator  
905 335-3663 Ext. 3435  
[international@hdsb.ca](mailto:international@hdsb.ca)