

INTERNATIONAL STUDENT APPLICATION PROCEDURES

The following steps outline the application procedures. Please read these carefully and adhere to all instructions to facilitate this process as quickly as possible:

- Step 1** Complete the application form.
- Step 2** Submit the completed application to the school office, together with:
- a copy of your passport or birth certificate with photo or identity card
 - transcripts of marks for the past two years, translated in English, with an official school stamp
 - a letter of recommendation from your current teacher or principal
 - a copy of your immunization records, or evidence of immunizations received
 - a non-refundable registration fee of \$300CAD
- Step 3** Upon receipt of your COMPLETE application package, and if accepted as an international student at the school, you will be contacted by e-mail or phone.
- Step 4** Send a certified cheque or bank draft payable to St. Albert Public Schools for the tuition and health care insurance fees. (Please e-mail financialservices@spschools.org for wire transfer payment information).
- Step 5** Complete and submit copies of the following documents to the school:
- Custodianship Declaration signed by:
 - the parent/guardian (notarized by a Notary Public), and
 - the custodian (notarized by a Notary Public)
 - International Student Agreement signed by
 - the student and the parent/guardian (notarized by a Notary Public), and
 - the custodian (notarized by a Notary Public)
 - Freedom of Information and Protection of Privacy (FOIP) Notification
 - (signed by parent/guardian)
 - Student Acceptable Use of Technology Guidelines and Agreement
 - (signed by student and parent/guardian)
- Step 6** After all required documents and fees are received, a letter of acceptance from the school will be sent to you. You must use the Letter of Acceptance as part of your application for a study permit from Citizenship and Immigration Canada.
- (For information on how to apply for a study permit, please refer to Citizenship and Immigration Canada's website at: <http://www.cic.gc.ca/english/information/applications/student.asp>.)*
- Note: Applying for a study permit can take up to 3 to 4 months.**
- Step 7** Inform the school office by e-mail or fax as soon as your study permit is received and provide a copy of it to the school office.

**Keep a copy of all documents for future reference.
Translate all documents. These are important!**

For More Information Please Note the Following Contacts:

Name and Address of School: _____

School phone number: (780) _____ School fax number: (780) _____ Email: _____