



## **Chinook School Division Newcomer / Foreign Student Registration Package**

### **Procedures: Administrative Policy 403**

Newcomer / Foreign student registrations will be adjudicated according to Chinook Administrative Policy 403. The following documents will be required according to Administrative Policy 403 (3c):

#### **A) Newcomer / Foreign Student may be accepted subject to the following conditions:**

- i. Students request admission in accordance with school division requirements;
- ii. Applications are completely processed and returned to the Director or designate one month prior to enrolment (for September enrolment);
- iii. Conditional approval by the Director or designate;
- iv. Final approval and enrollment of the approved student will only occur after a student receives a valid study permit.

#### **B) For Admission:**

- 1) Completed **Chinook Newcomer Student Registration Form**
- 2) Completed **Letter of Recommendation** from your previous school's principal
  - a. How would you rate the student's performance and potential?
  - b. How successfully does the student cooperate with teachers and classmates?
  - c. How well do you anticipate the student would respond to new people and situations?
  - d. Does the student have the personality to benefit from the challenges of living and studying in a new culture?
  - e. Name of student; name of principal; mailing address; email and fax
- 3) Transcript of your marks for the past two school years
- 4) Copy of your birth certificate or passport
- 5) One passport photo
- 6) Copy of your study permit
- 7) Proof of Guardianship

### C) Chinook Newcomer Student Checklist:

- Complete the Chinook Newcomer Student Registration Form
- Submit the Chinook Newcomer Student Registration Form and Letter of Recommendation
- Provide a child's birth certificate – identify the country where they were born;
- Provide a copy of the student passport, check to see the nationality of the student
- Ask if the child is living with their parents or with another guardian
- Ask if the parent is a Canadian citizen
- Ask if the parent or the legal guardian is a landed immigrant
- If the child is living with a legal guardian, ask to see a custodianship declaration and two notarized documents indentifying custodianship
- When all of the necessary has been provided to the Director or designate (as requested) the division will issue a ***Letter of Conditional Acceptance***. The letter of conditional acceptance will include:
  - a. Family and given name of the student;
  - b. The student's full mailing address;
  - c. Name of the school where the child is registering including: a contact name, telephone number, fax number, website and email address;
  - d. Type of school the student is registering at;
  - e. The grade level of study;
  - f. Conditions of acceptance (partial or full fees; maintaining a required academic standing);
  - g. Estimated tuition fee;
  - h. Length of program; and
  - i. Expiry date: date until the letter of acceptance is valid.