

NEW International Student Document Checklist

All documents must be in English or with a certified English translation

For the student(s):

- ☐ International application form (all three pages with signatures)
- ☐ Study Permit/Visitor's Record
- ☐ Immunization records
- ☐ Birth certificate
- ☐ ESL Eligibility form filled out (for proof of parent permit)
- ☐ Baptismal records (**for elementary students ONLY**)
 - If not baptized Roman Catholic, please fill out a *Request for Admission* form
- ☐ Medical insurance valid in Canada/OHIP
- ☐ Most recent school transcript/report card (**for high school students ONLY**)
- ☐ Passport front page for identification
- ☐ Passport page with the entry into Canada stamp on it 
 - If the student(s) did not receive this entry date stamp in their passport, please provide a flight ticket or boarding pass to show entry date into Canada
- ☐ Documentation regarding any medical conditions that the school should be aware of, if applicable

For Parent(s)/Legal Guardian(s):

- ☐ Passport(s) (front page only for identification)
- ☐ Proof of address (something like a utility bill or rental lease; driver's licenses NOT accepted)

If Parent is on Study Permit:

- ☐ Study Permit
- ☐ Letter of Acceptance from the school showing the program of study and duration
- ☐ Proof of payment for the above program (receipt)
 - When you are renewing for the next school year, we will require updated proof of enrollment for your program AND recent record of attendance (or recent Academic Advisement Report)

If Parent is on Work Permit:

- ☐ Work Permit

Payment:

- ☐ Annual Activity Fee (AAF) paid online and receipt sent back to International Office (ask for link to pay online with credit card) and register online to your school(s) by clicking [HERE](#)

Please note that ALL international students, no matter when you apply, need to renew for the next school year. A reminder email will be sent to all international families closer to the end of the school year asking for updated documentation and fees.

Please email clear and legible images or a PDF version of all documents to

Anastasia.Jones@ncdsb.com

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
INTERNATIONAL EDUCATION DIVISION

 145 Niagara Street, St. Catharines
Ontario, Canada L2R 4L7
 international@ncdsb.com
 (905) 682-3360


NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

INTERNATIONAL STUDENT APPLICATION FORM – NEW STUDENT

STEP 1

STEP 2

STEP 3

Complete and submit the International Student Application form and email to international@ncdsb.com

Submit the non-refundable Annual Activity Fee (AAF)(online payment ONLY | no e-transfers)

Submit all documents required for admission (see checklist)

Date of Application:

Student Information – All Names MUST Match Legal Identification Documents

First Name		Last Name		☐ Male ☐ Female Gender	
Age	Date of Birth (YYYY/MM/DD)	Country of Birth	Citizenship	First Language	
Level of English: ☐ Beginner ☐ Intermediate ☐ Advanced			Student's Email (if applicable)		

Previous Schooling Information

Last School Attended	City, State/Province, Country of School	Grade Completed	20__ to 20__ School Year
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Niagara Catholic District School Board Program Requested

School Year 20__ to 20__	Elementary ☐ —OR— Secondary ☐	Start Date Requesting: ☐ Full Year: September—June	—OR— ☐ Semester 1 start ☐ Semester 2 start
☐ OTHER ENTRY DATE Requesting Entry Date on: _____		<i>*To be completed by International Student Office*</i>	Start Month/Year: _____

Parent and Address Information

Father Information		Mother Information		Address	
First Name		First Name		Apartment #	Street #
Last Name		Last Name		Street Name	
Email		Email		City	
Primary Phone #		Primary Phone #		Country	Province
Cell Phone #		Cell Phone #		Postal Code	

Medical Information

Does your student have medical conditions that the school should be aware of?
(If YES, please send medical diagnosis for review)

☐ YES ☐ NO

Certification and Signatures

I hereby certify that all statements are correct and complete. I understand that any misrepresentation of this data may result in the cancellation of my admission or registration status.

Signature of Parent or Guardian #1:

Date:

Signature of Parent or Guardian #2:

(if applicable)

Date:

TERMS OF ADMISSION

For Niagara Catholic District School Board:

1. Liturgies, paraliturgies and retreats are an integral part of the school curriculum and all students are expected to participate in them. To help fulfill the Board's aim of providing an educational atmosphere which fosters and directs the spiritual, intellectual, aesthetic, physical, and social growth of all students enabling them to live and contribute as responsible members in our society, all students are required to take a religious course in each year of secondary school. A request to be exempted from the Religion course requirement may be submitted to the principal and will be considered on an individual/per case basis.
2. I must maintain a current Study Permit or other Visa from the department of Immigration, Refugees and Citizenship Canada.
3. I have acquired private health insurance coverage to meet Canadian Standards for the full duration of the applied school year, or have provided valid OHIP.
4. I agree to pay the Annual Activity Fee (AAF) upon registration to complete admission.
5. I understand that applications for the school year (September—June) must be received by July 1st of the previous school year. Secondary school applications may be considered for Semester two (February) admission if received prior to December 1st of the previous calendar year.
6. I agree to register at the school to which I am assigned by the Niagara Catholic District School Board the week before the beginning of the new school year. Late registrations may be accepted on a per case basis.

**I, the undersigned, understand and accept the Terms of Admission into a school in the
Niagara Catholic District School Board.**

I am enclosing the following:

- ☐ Non-refundable AAF in CAD\$
- ☐ All required documentation for admission

Signature of Parent/Guardian #1:

Date:

Signature of Parent/Guardian #2:

(if applicable)

Date:



Completed Applications should be submitted to the:

**International Education Division
Niagara Catholic District School Board
145 Niagara Street, St. Catharines, Ontario
L2R 4L7 Canada**

Web: www.niagaracatholicinternational.ca

Email: International@ncdsb.com

Phone: [905.682.3360](tel:905.682.3360)

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act., c. 129, s. 60 and will be used for the purposes of determining student registration eligibility. Questions about this collection should be directed to the

Supervisor of International Education, Niagara Catholic District School Board.

PARENTAL CONSENT FORM FOR EXTRA-CURRICULAR ACTIVITIES & MEDIA PROMOTIONS

Parent or Guardian:

I certify that _____ (student's name) is in good general health and will benefit from participating in the activities offered by the Niagara Catholic District School Board. I, therefore, give him/her permission to participate in all activities scheduled during their stay in Canada. I also grant the Niagara Catholic District School Board the right to use pictures, video and/or audio tapes of my child for use in promoting our programs through the course guide, formal public displays, brochures, pamphlets, and our websites. Niagara Catholic District School Board will not sell or distribute any pictures, video or audio tapes to any third party for their own use.

Parent/Guardian's Signature

Date

For the 20____ - 20____ School Year

ADDITIONAL INFORMATION

- *****The Annual Activity Fee (AAF) is non-refundable in any circumstance.**
- We do **NOT** accept e-transfers for payment of the AAF. Please ask for the online link to pay for the AAF when registering.
- This application form and any documents required by the International Education Division is separate from the school. The school will require an online application to be made to their school and may have additional documentation needed for their records. Please visit <https://niagaracatholic.ca/registration/> to register online
- Immunization records (of childhood vaccines such as measles, mumps, etc.) is required by the International Education Division for registration, however we do not associate with Niagara Public Health and it is the parent's/guardian's responsibility to provide Niagara Public Health the information they require for the student's immunization records in Canada. Please visit <https://www.niagararegion.ca/health/vaccinations/children/records.aspx> for more information about immunization records for students in schools.
- We do not accept a driver's license as proof of address. Please provide something such as a utility or phone bill, or a rental lease of your home that has your name and address on it.
- Every international student is required to RENEW their application for the following school year. Please renew your student's application at the end of every school year to make sure all documents and/or fees are up-to-date.
- Medical insurance is required to be within our school buildings. Medical insurance must be purchased for the duration of the school year, or valid OHIP must be provided.
- All of our schools, elementary and secondary, have English as a Second Language (ESL) support. Please ask your school about their ESL support.
- If you are changing addresses (both within the Niagara Region or outside of the Niagara Region) or if you are transferring out of the Niagara Catholic District School Board, please notify the International Education Division to update your student's record.
- School bus transportation is FREE so long as your student(s) is/are eligible. To check eligibility, please visit <https://portal.nsts.ca/TransportationEligibility> or contact your school.
- Student(s) grade in Canada is based on year of birth. If there are any discrepancies, please consult the school once registration is completed.



NIAGARA CATHOLIC

Standardized Elementary Dress Code

Niagara Catholic has a standardized dress code for students in all of our Catholic elementary schools. All students wear navy blue bottoms and navy blue or white shirts.

OUR DRESS CODE COLOURS

Tops

At a minimum, every student is required to wear one of the following:

- Navy or white Oxford shirt (short or long sleeve) or;
- Navy or white collared shirt (short or long sleeve) or;
- School-designed spirit wear

The elementary standardized dress code shirt must be plain (no logos or advertising) and buttoned in a respectable manner. Visible t-shirts worn under the elementary standardized dress code top must be either navy blue or white.



Bottoms

- At a minimum, every student is required to wear one of the following:
- Navy sweat pants (Kindergarten - Grade 3) or;
- Navy pants (capri, cargo, denim, kobe or corduroy) or;
- Navy skorts, skirts or dresses or;
- Navy walking shorts.

Only knee-length shorts, skirts or dresses are permitted. All clothing must be in good repair. Grade 8 students have the option to wear grey secondary uniform pants.



Shoes

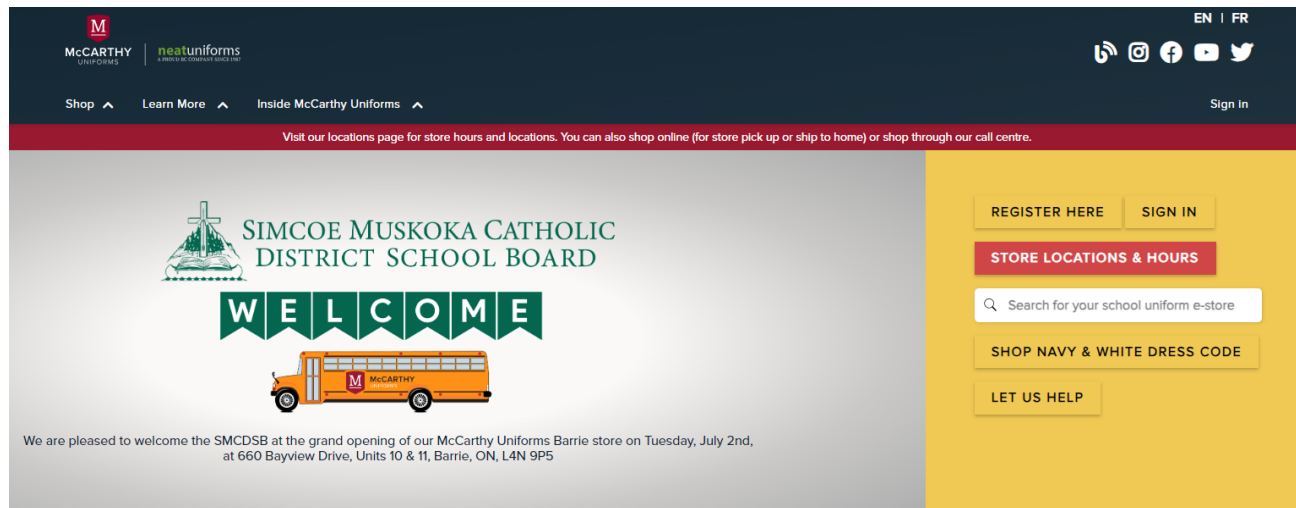
For health and safety reasons, running shoes with a full back and closed toe are the recommended footwear. Parents/guardians should provide a pair of indoor shoes for physical education and indoor wear. Socks must be worn with the elementary standardized dress code pants or shorts at all times.

Nurturing **Souls** & Building **Minds**

HIGH SCHOOL UNIFORMS

Please visit www.mccarthyuniforms.ca to purchase your high school student's uniform.

***NOTE: You may call the high school and ask if they have any available on-site, new or used, before going to McCarthy Uniforms. Sometimes it is cheaper if it is available at the school but is not always available.



When going to McCarthy Uniforms, make sure to search for your high school on the right side in the yellow.

Suggested Medical Insurance for International Students

Below are the most common medical insurance companies we see here at Niagara Catholic for our international students, if they do not have OHIP coverage:

- Johnson Fu Insurance: <http://www.jfuinsurance.com/>
- StudyInsured: <https://www.studyinsured.com/studyinsured/en>
- Guard.Me: <https://www.guard.me/health-insurance.php>
- Allianz: www.allianz-assistance.ca

Insurance companies can be very competitive, so please shop around!