

## 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
- Birth certificate
- ESL Eligibility form filled out & signed (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



### 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 Work Permit:

- Work Permit

#### If Parent is on Study Permit:

- Study Permit
- Letter of Acceptance from the publicly funded institution 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)

### 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](mailto:Anastasia.Jones@ncdsb.com)



# 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](mailto: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		<input type="checkbox"/> Male <input type="checkbox"/> Female Gender	
Age	Date of Birth (YYYY/MM/DD)	Country of Birth	Citizenship	First Language	
Level of English: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> 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____	<input type="checkbox"/> Elementary —OR— <input type="checkbox"/> Secondary	Start Date Requesting: <input type="checkbox"/> Full Year: September—June —OR— <input type="checkbox"/> Semester 1 start <input type="checkbox"/> Semester 2 start
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<input type="checkbox"/> OTHER ENTRY DATE Requesting Entry Date on: _____	<i>*To be completed by International Student Office*</i>	Start Month/Year: _____
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### Parent and Address Information

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

<b>Medical Information</b>	Does your student have medical conditions that the school should be aware of? (If YES, please send medical diagnosis for review)	<input type="checkbox"/> YES <input type="checkbox"/> NO
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### 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: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicable)

# 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 1<sup>st</sup> of the previous school year. Secondary school applications may be considered for Semester two (February) admission if received prior to December 1<sup>st</sup> 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](http://www.niagaracatholicinternational.ca)

Email: [International@ncdsb.com](mailto: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.*





# CONFIRMATION OF PUPIL ELIGIBILITY FOR ENGLISH AS A SECOND LANGUAGE/LITERACY DEVELOPMENT FUNDING

*Personal information on this form 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, and will be used for the purposes of determining student eligibility for English as a Second Language/Literacy Development Funding. Questions about this collection should be directed to the Superintendent of Education – Continuing/Alternative Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.*

**PLEASE PRINT**

Pupil Surname	Pupil Given Name(s)	Male  Female
Date of Birth (yy/mm/dd)	Country of Birth	Date of First Entry into Canada (yy/mm/dd)

**CITIZENSHIP & IMMIGRATION CANADA DOCUMENTATION**  
(Documentation examined to verify eligibility. Please indicate by check mark in box next to document)

	Confirmation of Permanent Residence (P.R.)	Date became a P.R. (yy/mm/dd)	
	Permanent Resident Card	Date on back of card (yy/mm/dd)	
	Parent Study Permit *	Expiry Date (yy/mm/dd)	
	Parent Work Permit *	Expiry Date (yy/mm/dd)	
	Visitor Record *	Expiry Date (yy/mm/dd)	
	Refugee Claimant	Date Stamped (yy/mm/dd)	
	Consideration of Eligibility (Convention Refugee)	Date Stamped (yy/mm/dd)	

**OTHER DOCUMENTATION**

	Passport *	Date Stamped (yy/mm/dd)	
	Other (Please specify) <i>Contact Student Information and Administrative Services for prior approval if this box is checked.</i>	Date Signed/Stamped (yy/mm/dd)	

**CERTIFICATION**

I hereby certify that the information contained on this form is accurate and that I have examined the applicable documentation as indicated.

BOARD/SCHOOL OFFICIAL	PARENT/GUARDIAN
Name	Name
Signature	Signature
Position	Date
Date	

***This form must be filed in the pupil's Ontario Student Record (OSR) and retained for Ministry Audit purposes.***

***\* Refer to Niagara Catholic District School Board International Student Department***



# 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

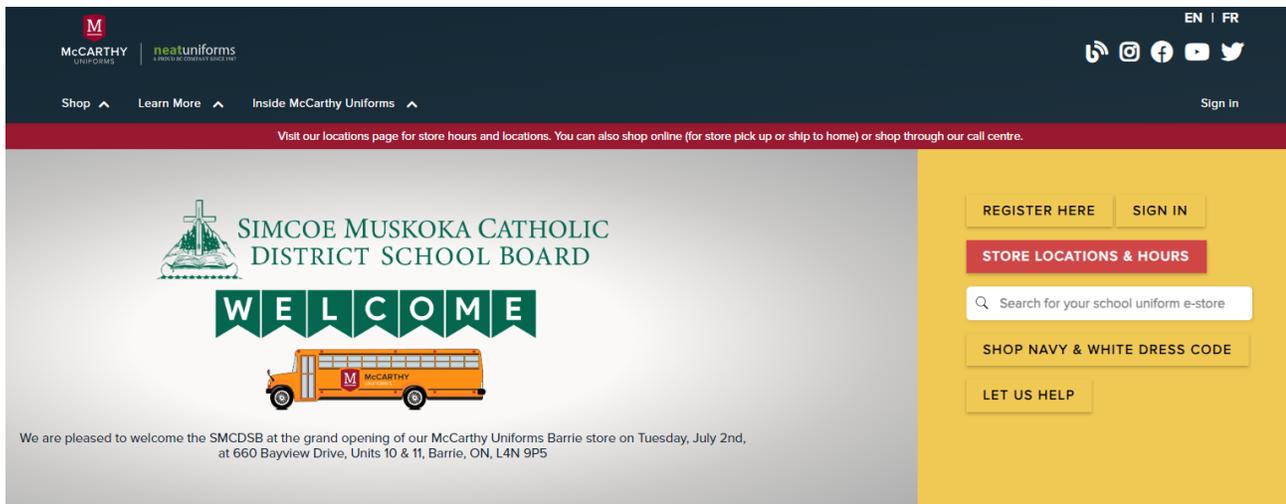
For health and safety reasons, running shoes with a full back and closed toe are the recommended footwear. Parents/guardians should provide a pair of indoor shoes for physical education and indoor wear. Socks must be worn with the elementary standardized dress code pants or shorts at all times.

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

## HIGH SCHOOL UNIFORMS

Please visit [www.mccarthyuniforms.ca](http://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](http://www.allianz-assistance.ca)

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