



## ADMISSION OF FOREIGN-BORN STUDENTS & IMMIGRATION DOCUMENTS

Responsibility:	<i>Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<i>Education Act Part II, Student Attendance</i>
Related References:	<i>Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding Form - FS-15-ESL</i>
Reviewed:	<i>March 2016</i>
Revisions:	

### 1. Preamble

- 1.1 The procedure that follows provides guidelines and expectations for the admission of foreign-born students into Waterloo Region District School Board (WRDSB) schools.

### 2. Procedure

- 2.1 Public school eligibility and admission of newcomers to Canada is determined according to Immigration status. Foreign-born students who wish to register at a school in the WRDSB must present documents proving their Immigration status. A Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding Form must be completed and placed in the documentation folder of the student's OSR for education grant audit purposes.

### 3. Categories

- 3.1 Foreign-born students fall into three categories, as determined by Citizenship & Immigration Canada (CIC):  
Canadian Citizen;  
Permanent Resident;  
Foreign National.

### 4. Admission of Foreign-Born Students Who Are Canadian Citizens

- 4.1 A foreign-born student who has attained Canadian Citizenship will be admitted to schools under the jurisdiction of the WRDSB. On registration, students must present a Canadian Passport or Citizenship Card as proof of Canadian Citizenship. A Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding Form must be completed and placed in the documentation folder of the student's OSR for education grant audit purposes. An airline ticket or boarding pass may be used to prove a student's "date of entry" into Canada. If one of these documents is not available, a notarized letter from the parent stating the "date of entry" is required.

## **5. Admission of Foreign-Born Students Who Are Permanent Residents**

- 5.1 A foreign-born student who has attained Permanent Resident Status will be admitted to schools under the jurisdiction of the WRDSB. On registration, students must present a Confirmation of Permanent Residence Form or Permanent Resident Card. The Confirmation of Permanent Residence form must be verified with a Passport wherever possible. A Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding Form must be completed and placed in the documentation folder of the student's OSR for education grant audit purposes.

## **6. Admission of Foreign-Born Students Who Are Foreign Nationals**

- 6.1 The International Student Intake Office will confirm the necessary documents of Foreign Nationals; determine whether tuition fees are applicable; arrange for the collection of the tuition fees; and issue a Letter of Admission. Some examples of Foreign Nationals include Refugees, Foreign Fee-Paying students and dependents of Foreign Nationals in Canada on a Work Permit. The student is permitted to register on presentation of the Letter of Admission to school officials. The Letter of Admission must be placed in the documentation folder of the student's OSR for education grant audit purposes.

## **7. Students on Visitor Visas**

- 7.1 The WRDSB does not normally accept students on Visitor Visas. Under some circumstances, depending on the immigration status of the parent, application to attend school can be made through the International Student Intake Officer for the child to attend school. The minimum length of schooling for admission purposes must be one full semester for secondary students.
- 7.2 A **one-day or two-day informal visit** into one of our schools, with the approval of that school's administrator, may be granted.

## **8. Dependents of Returning Canadian Citizens**

- 8.1 Children born outside of Canada to a Canadian citizen parent(s), may not have a Canadian Passport or Canadian Citizenship Card. The Canadian citizen parent(s) must apply to Citizenship and Immigration Canada for each child's Canadian Citizenship Card. In order to register the child in school, parents will be required to contact the International Student Intake Office for a Letter of Admission. A Letter of Admission will be issued on presentation of a copy of the Canadian citizenship application and proof of payment/receipt. The Letter of Admission must be placed in the documentation folder of the student's OSR for education grant audit purposes.

## **9. Foreign Citizen Children of Foreign Citizen Spouses, Who Are Married to Canadian Citizens**

(e.g., when a Canadian citizen has married a foreign citizen, with children who are also foreign citizens)

- 9.1 In order to register a child in school, parents will be required to contact the International Student Intake Office for a Letter of Admission.

## **10. Contact Information**

- 10.1 The Board's International Student Intake Officer is available to advise schools/parents at the following:

International Student Intake Office  
Education Centre, Building 2, 2<sup>nd</sup> Floor  
51 Ardelt Avenue  
Kitchener ON N2C 2R5  
Telephone: (519) 570-0003, Ex. 4350  
Fax: (519) 570-0864  
E-mail: [International\\_Students@wrdsb.on.ca](mailto:International_Students@wrdsb.on.ca)

- 10.2 Parents may contact Citizenship and Immigration Canada for more information at: Toll-Free 1-888-242-2100 or at the Internet address <http://cic.gc.ca>.