



Administrative Procedure 4300 ADMISSION OF STUDENTS BORN OUTSIDE OF CANADA

Responsibility: *Superintendent, Business Services & Treasurer of the Board*

Legal References: *Education Act Part II, Student Attendance*

Related References: *Ministry of Education Memo 2018:SB08 - Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status*

Revisions: *February 2024*

Reviewed: *March 2016*

1. Preamble

- 1.1 This procedure provides guidelines and expectations for the admission of dependent students (under the age of 18) without Canadian citizenship or Permanent Resident status.

2. Procedure

- 2.1 Public school eligibility and admission of newcomers to Canada is determined according to Immigration status. Students born outside of Canada who wish to register at a school in the WRDSB must present documents proving their Immigration status, as outlined by the Ministry of Education. The WRDSB International Admissions Office will review the documents and issue a Letter of Admission if the pupil meets Ministry requirements for pupil of the board status. If the pupil does not meet Ministry guidelines, tuition fees are required for enrolment and must be paid prior to a letter of admission being issued.

3. Categories

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

4. Admission of Students Who Are Canadian Citizens Born Outside of Canada

- 4.1 A student born outside of Canada who has obtained Canadian Citizenship will be admitted to schools under the jurisdiction of the WRDSB (pupil of the board status). During registration, the person who is lawfully responsible for the student (i.e. parent, guardian) must present the student's Canadian Passport or Citizenship Card as proof of Canadian Citizenship. The original document must be provided and paper/digital copies cannot be accepted or taken by the school. The passport or citizenship card must be indicated as the document reviewed on the attestation portion of the registration form. At the time of registration, the adult with lawful custody of the student should provide the date the student first entered Canada to live. This will be entered into the Student Information System during the registration. If the student has previously lived in Canada, the first date of arrival must be entered as this impacts eligibility for ESL funding.

5. Admission of Students Who Are Permanent Residents

- 5.1 A student born outside of Canada who has received Permanent Resident Status will be admitted to schools under the jurisdiction of the WRDSB (pupil of the board status). During 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. The original document must be provided. Paper or digital copies cannot be accepted or taken by the school.

The permanent resident document provided must be indicated as the document reviewed on the attestation portion of the registration form. At the time of registration, the adult who is lawfully responsible for the student should provide the date the student first entered Canada to live. This will be entered into the Student Information System during the registration. If the student has previously lived in Canada, the first date of arrival must be entered as this impacts eligibility for ESL funding.

6. Admission of Students Born Outside of Canada Who Are Foreign Nationals

- 6.1 The WRDSB International Admissions Office will confirm the necessary documents of students who are not Canadian citizens or permanent residents, including students who are in application for this status. This will determine whether tuition fees are applicable and if so, the International Admissions Office will arrange for the collection of tuition fees and issue a Letter of Admission prior to enrolment. Students accompanying an adult who has lawful custody of the student with the following immigration status should be referred to the International Admissions Office:

- Work Permit
- Study Permit
- Refugee Claimant
- Temporary Resident Permit

Schools will complete the student registration upon presentation of the Letter of Admission to the principal or principal's delegate. The school will complete the attestation form for the student's registration and indicate "WRDSB International Letter of Admission" as proof of registration. The attestation form and Letter of Admission must be placed in the documentation folder of the student's OSR for education grant audit purposes.

7. Students with 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, an application to attend school can be made through the WRDSB International Admissions Office for the child to attend school. The minimum length of schooling for admission purposes must be one full semester for secondary students and a minimum of 5 months in most situations for elementary students.

As per the guidelines on the [Immigration, Refugees and Citizenship Canada website](#), students with visitor visas cannot be enrolled for a period of more than 6 months less a day. Minor children who want to study for 6 months or more, must apply for a study permit before then enter Canada. If an exception is made for enrolment on a visitor visa, it will be for a full semester only and the visitor visa period must encompass the duration of the semester. Re-enrolment for subsequent semesters cannot be accommodated without a study permit.

- 7.2 A **one-day informal visit** into one of our schools, with the prior approval of that school's administrator, may be granted. Participation in off-site activities (e.g. field trips) cannot be accommodated.

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 parent with Canadian citizenship must apply for each child's Canadian Citizenship Card before a letter of admission can be provided. Before registering the child in school, parents will be required to contact the International Admissions Office for a Letter of Admission. The Letter of Admission must be placed in the documentation folder of the student's OSR for education grant audit purposes.

9. Children of Non-Canadian Spouses, Who Are Married to Canadian Citizens

(e.g., when a Canadian citizen has married an international citizen, with dependent children who are not Canadian citizens)

9.1 Before the dependent student can be registered in school, the biological parent or lawful guardian will be required to contact the International Admissions Office for a Letter of Admission. The letter of admission may be provided based on the Ministry's guidelines for pupil residency and eligibility status. If a letter of admission is provided, it must be placed in the documentation folder of the student's OSR for education grant audit purposes.

10. Contact Information

10.1 The Board's International Admissions Office is available to support schools/families through the following channels:

International Admissions Office
Education Centre, Building 2
51 Ardelt Avenue
Kitchener ON N2C 2R5
Telephone: (519) 570-0003, Ex. 4455
Fax: (519) 570-0864
E-mail: international@wrdsb.ca
Website: www.wrdsb.ca/international

10.2 Parents may wish to contact Citizenship and Immigration Canada for more information at: 1-888-242-2100 or review requirements for minor students in Canada online at <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/minor-children.html>.