

APPLICATION PROCESS AND CHECK LIST

IMPORTANT NOTE: BEFORE SUBMITTING A STUDENT APPLICATION PACKAGE, PLEASE CHECK THAT YOUR PACKAGE CONTAINS ITEMS AS LISTED. **HAND-WRITTEN DOCUMENTS ARE NOT ACCEPTED.** ALL DOCUMENTS MUST BE TRANSLATED IN ENGLISH AND ONLY THE ENGLISH VERSIONS ARE TO BE INCLUDED.

Step 1 – Please (√) - Please gather items 1, 2, 3, 4. Scan and e-mail to studyinsimcoe@scdsb.on.ca Please pay as shown below in #6. When funds have cleared our corporate TD bank branch we will issue a receipt, together with the Letter of Acceptance. Please follow process exactly as shown in 1 to 6 below.

1	Photocopy of students <u>current up-to-date passport</u> . Photocopy passport sections on to 1-page if possible (for example section that shows picture, expiry date, country of birth and country of citizenship).
2	All pages of the International Student Program Application form have been <u>completed electronically</u> (hand-written applications are not accepted). <u>The last page of the application</u> must be signed by parents and student.
3	Official copies of school transcripts translated in ENGLISH for current year, plus past 2 years.
4	Canada Homestay Network Application (to be included <u>only</u> if you are applying to Canada Homestay Network for homestay placement – otherwise do not include it). All of the CHN application must be completed electronically (<u>hand-written applications are not accepted</u>). Must be signed and dated by parents and student. Once we receive your CHN application we will send you a Statement of Fees. (Does not apply if you check #5)
5	<u>Independent Homestay Placement</u> - You have secured your own host family placement and indicated the information on the International Student Program Application form (bottom of page 1 – “Local Contact Information in Canada”).
6	You will be sent a Statement of Fees and are required to pay Application Fee and Tuition Fee . Extremely important: All wire transfers must indicate the legal name of the student. Last name shown first in caps, then first name (Example: SMITH, John). If the student name is not shown as indicated on the wire transfer bank document, it may create a delay in the application process.

WHEN YOU RECEIVE THE RECEIPT FOR APPLICATION AND TUITION FEES AND THE LETTER OF ACCEPTANCE, PLEASE APPLY FOR YOUR STUDY PERMIT IF YOU ARE STUDYING FOR ONE SEMESTER OR MORE. YOU MAY THEN PROCEED TO STEP 2 BELOW...

Step 2 Please (√)

Please pay any outstanding balance on statement of fees. Only once you are in receipt of **all documents** as shown below (2, 3, 4, 5, 6) please scan and e-mail to studyinsimcoe@scdsb.on.ca

1	Statement of Fees for Canada Homestay Network, if applicable has been paid (Please note: When the funds have cleared our corporate TD bank branch, we will issue a receipt and forward your application on to Canada Homestay Network (Does not apply if you did not purchase Host Family Placement through Canada Homestay Network))
2	Medical Insurance in the amount of at least \$2 million liability for the duration of your stay in Canada. <u>Extremely Important</u> – you must include all pages of the insurance policy (usually 4 or 5 pages) so that liability coverage and effective dates may be confirmed by Simcoe County District School Board.
3	Custodianship Declaration Form (Page 1 of 2 – Custodian) Must be signed and notarized. If your homestay placement is through Canada Homestay Network, you will need to get this document from them and include it here. If you have independent homestay placement, you will need to provide this document independently.
4	Custodianship Declaration Form (Page 2 of 2 – Parents) Must be signed and notarized. If your homestay placement is through Canada Homestay Network, you will need to get this document from them. If you have independent homestay placement, you will need to provide this document independently.
5	Immunization Record (photocopy) – In English
6	Field Trip Consent Forms even if parent is not giving permission (must be completed electronically – handwritten versions will not be accepted). We are collecting both signed and unsigned forms indicating the students name.

Step 3 – Final Phase - CONFIRMATION OF ACCEPTANCE

We will confirm the name of the school to which the student has been assigned, communicate busing eligibility, together with a bus pass if applicable, and send to you any outstanding receipts.