

ADMINISTRATIVE PROCEDURES

SUBJECT: STUDENTS ENTERING SCHOOLS FROM OUTSIDE CANADA

Students who are not Canadian Citizens but have proof of any of the following may be admitted to school without any further involvement from Immigration or the Education Centre:

- The student has a Confirmation of Permanent Residence (Immigration Document) OR a Permanent Resident Card (formerly entitled the "Record of Landing" Immigration Document).
- The student has accompanied a parent who entered Canada on a Work Permit (Immigration Document).
- One of the parents of the student is a Canadian Citizen.
- The student has a Visitor Record (Immigration Document) stating they are "exempt from the requirement to obtain a Study Permit".

Students who are not Canadian Citizens and have entered Canada for the sole purpose of attending school must present a valid Study Permit (Immigration Document) prior to entry to school. Students entering Canada from other countries (except for the U.S.A.) must apply for their Study Permit prior to entering Canada. Before Immigration will issue a Study Permit the student must present written permission from the Education Centre stating that they will be accepted at one of our schools. The letter may also state any special conditions that apply to the individual student (tuition fees, etc.). If a Principal receives a request for such a letter, please contact the office of the Superintendent of Education (Community Partnerships). U.S.A. students may be issued a Study Permit, or a Visitor Record stating they are exempt from the requirement to obtain a Study Permit, at their port of entry in order to attend school while in Canada.

The Immigration Documents must be presented to the Principal prior to registration at the school. Immigration Documents are issued by Immigration to the student to attend a specific school for a definite period of time (usually issued for one year only).

The student must renew their Immigration Documents if they become invalid and present valid Documents within a reasonable amount of time (one month).

Students who arrive without the proper Immigration Documents will be directed to Canada Immigration in order to obtain the necessary documents.

Implementation Date: April 12, 2000

Revised: January 15, 2003

November 12, 2003

Reference: Education Act and Regulations