



**A QUICK REFERENCE GUIDE
ADMISSIONS & PLACEMENT
DEPARTMENT
416-222-8282, EXT. 5320
UPDATED JUNE, 2013**

**ELEMENTARY SCHOOL:
IMMIGRATION REQUIREMENTS AND
RESPONSIBILITY**

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Children who are Permanent Residents or have their Confirmation of Permanent Resident status.	<ul style="list-style-type: none"> • Confirmation of Permanent Resident status or Permanent Resident Card 	<ul style="list-style-type: none"> • Each family member has their own Confirmation of Permanent Resident status or Permanent Resident Card • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. 	School
Children born abroad to Permanent Residents	<ul style="list-style-type: none"> • Parent’s Confirmation of Permanent Resident status or Permanent Resident Card. • Child’s foreign birth certificate and/or passport 	<ul style="list-style-type: none"> • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. 	School
Children born abroad to Canadian-born citizens	<ul style="list-style-type: none"> • Parent’s Canadian birth certificate and Canadian passport • Child’s foreign birth certificate and/or foreign passport 	<ul style="list-style-type: none"> • If a parent is a <u>Canadian-born</u> citizen, then his/her children have all the same rights as children born in Canada. 	School

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Non-Canadian Stepchildren of a Permanent Resident or Canadian citizen.	<ul style="list-style-type: none"> • Step-parent’s Permanent Resident status or Canadian citizenship • Child’s foreign passport • Marriage certificate between parent of child and Permanent resident or Canadian step-parent • Study Permit for child issued from Citizenship and Immigration • Proof of an application for Permanent Resident Status for the student and his/her parent. (“new”) 	<ul style="list-style-type: none"> • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. • Take a copy of the marriage license and keep all together with the above. • A copy of the application for Permanent Resident Status. (call Admissions & Placement Dept to confirm documents) 	School
Refugee Claimants or those deemed Convention Refugees	<ul style="list-style-type: none"> • “Brown & beige” Refugee papers for the entire family from Citizenship & Immigration Canada....Consideration of Eligibility under Subsection 100.(1) of the Immigration and Refugee Protection Act. • Those deemed Convention refugees will have a paper from Immigration & Citizenship stating that they have been found to be Convention Refugees 	<ul style="list-style-type: none"> • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. 	School
Canadian born children or those who become Canadian	<ul style="list-style-type: none"> • Canadian birth certificate or Canadian passport 	<ul style="list-style-type: none"> • Registration with either Canadian birth certificate or Canadian passport. 	School

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
Parent is the holder of a Work Permit	<ul style="list-style-type: none"> • Valid Work Permit • Passports for accompanying children 	<ul style="list-style-type: none"> • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. 	School
Dependents of Diplomatic Personnel	<ul style="list-style-type: none"> • Diplomatic passports for the entire family 	<ul style="list-style-type: none"> • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. 	School
Foreign/Visa Students	<ul style="list-style-type: none"> • Foreign Passport for the student • Letter from elementary school principal that space is available • Annual gross fee is paid in advance • Study Permit issued from Immigration & Citizenship Canada obtained prior to arriving in Canada. 	<ul style="list-style-type: none"> • Refer family to the International Education Program Team, CEC, ext. 2556. • If everything is in order, then the family will return to the school with an acceptance letter from this department. 	International Education Program Team, CEC, ext. 2556.
Visitor to Canada	<ul style="list-style-type: none"> • Foreign Passports 	<ul style="list-style-type: none"> • Individuals and dependents that come to Canada on a Visitor Record are NOT eligible to attend school without payment of fees. 	Refer any questions to the Admissions & Placement Department. If the family wants to pay the foreign student fee, please see the above entry.

CATEGORY	DOCUMENTS	REGISTRATION GUIDELINES	RESPONSIBILITY
<p>Parent and child who are not Canadian citizens, nor Permanent Residents and who have no <u>valid</u> proof of legal immigration status in Canada (“No Status”)</p>	<ul style="list-style-type: none"> • Student and parent have no <u>valid</u> documents from Citizenship and Immigration Canada confirming legal status in Canada • Passport or other immigration documents needed to confirm entry date to Canada . 	<ul style="list-style-type: none"> • Complete the Confirmation of Entry Date to Canada & Right To Attend form. Keep a copy in the OSR and confidential desk file. <p>* Call the Admissions & Placement Department to confirm eligibility if concerns arise.</p>	<p>School</p>

<p>Parent or legal guardian here in Canada</p> <ul style="list-style-type: none"> • Awaiting determination of an application for permanent residency or a work permit • Studying full-time at a university, college or institution in Ontario that receives operating grants from the Gov't of Ontario • As a religious worker authorized to work in Canada 	<ul style="list-style-type: none"> • Copies of the application form for Permanent Resident Status or a Work Permit along with the receipt showing the payment to apply for such or a notarized statement from a lawyer that the family has applied. • Proof from the educational institution that the parent is a full-time student. • A letter from a parish and under the regulations of the Immigration & Refugee Protection Act. 	<ul style="list-style-type: none"> • Refer family to Admissions & Placement Department to set up an appt. (ext. 2383) • When they return to your school for registration, we will have issued an acceptance letter to bring to the school if all the required documents are presented to us. 	<p>Admissions & Placement Department</p>
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