

501.7.B Registration of International Students

An international student must have one of the following documents in order to attend school:

- Record of Landing
- Study Permit

Record of Landing

The **Record of Landing** document, issued by Citizenship and Immigration Canada, gives international students “Landed Immigrant Status” until they become Canadian Citizens. These are not tuition paying students and therefore they are accepted into the Division through the Division of Instructional services.

1. These International students must first have this document presented to the District to verify that they are legally eligible to attend school in Canada.
 - 1.1. The students are not required to come themselves, however, they often do. Usually the parent(s) come with a sponsor or relative and, if necessary, they are accompanied by an interpreter.
2. A photocopy is made of the *Record of Landing* and attached to a copy of the *ESL Preliminary Screening Report* (Form 501.7.3) for our files.
 - 2.1. This **Preliminary Screening Report** is a Division of Instructional Services (DIS) document and schools are **not** to register these international students if they do not have this document with them. In such a situation, the parents should be directed by the school to bring their immigration papers to the appropriate personnel in the Division of Instructional Services at the Division Education Centre.
3. The *Record of Landing document* is returned to the parent(s), along with the *Preliminary Screening Report* and they are instructed to take it to the school when they register their children.
4. Parents are directed to their “boundary” or home school to register their children. A call is made to the receiving school advising them of the new students who will be coming to register and when to expect them.
5. New immigrant ESL students are added to the DIS database and are given a Code 301 (ESL immigrant students eligible for provincial funding).
 - 5.1. The DIS will contact the school to determine the grade in which the student was placed and record that information on our database.

501.7.B Registration of International Students...

Schools are required to code each ESL student with the Code 301 in SIRS under Government Information: Citizenship – 2, Permanent Landed Immigrant.

- 5.2. Each ESL student is entitled to 3 years of funding by Alberta Education. The DIS keeps track of the funding years, and each September the schools are contacted to review the ESL students in their schools to ensure that our records match before the September 30th submission to Alberta Education.

Study Permit

1. A student may obtain Study Permit through Citizenship and Immigration Canada. See **Exhibit - 501.7.A Applying for a Study Permit**. Students from certain countries may also require a temporary resident visa.
2. Secondary students who do not have “Landed Immigrant Status” but who wish to attend school in Canada for the purpose of receiving a Canadian education must first request a “Letter of Acceptance” (see Form - 501.7.2 – Letter of Acceptance) from the Lethbridge School Division International Services Office before applying for a *Study Permit*.
3. A student who has received a *Study Permit* is permitted to attend the designated school in the Division.
4. Upon receipt of the *Study Permit* when they arrive in Canada, students must first visit the International Services Office before they may go to the designated school to register.
5. Schools are required to enter a code for each student in SIRS under Government Information: Citizenship = 5-Std Auth - Study Permit; Enrolment Type = 416-Visiting outside Canada; Program = 302-ESL Non Funded Visa Expiry Date - type in expiry date.
6. These students are required to pay a tuition fee. The fee is set each year during the budget.
7. As the *Study Permit* contains an expiry date, it allows students to attend school for a designated period of time only. Students must re-apply for a *Study Permit* when the current one expires.
8. A *Study Permit* is **not** needed for English or French language courses lasting less than 3 months.
9. A *Study Permit* is **not** issued to children under the age of six, and is therefore not needed for nursery schools or kindergartens.



501.7.B Registration of International Students...

Please Note The Following:

International students aged 6 - 19 years, whose parent(s) have been admitted to Canada for permanent or temporary residence, are entitled to attend school without paying a tuition fee according to the School Act. The parent(s) must have either a *Study Permit* or a *Work Permit*. International students visiting relatives in Canada may sit in on classes with permission from the Superintendent of Schools.