



Hamilton-Wentworth Catholic District School Board
Believing, Achieving, Serving

Welcome to the Hamilton-Wentworth Catholic District School Board as an International Student

Dear Applicant,

Thank you for your inquiry to the Hamilton-Wentworth Catholic District School Board as an International Student. In this information package you will find application forms and an explanation of our admission procedures and application process.

Acceptance to one of our elementary or secondary schools is determined by the evaluation of the application package; availability of space and receipt of a Study Permit.

Visa student fees for the 2018-2019 school year are \$11,300.00 for Secondary and \$10,700.00 for Elementary and are subject to change without notice. Once your application package has been approved fees are due. When the fees have been received we will issue you a **conditional Letter of Acceptance**. This letter enables you to apply to Citizenship and Immigration Canada for authorization to enter Canada as a student. You must apply for, and receive, a Study Permit from Citizenship and Immigration Canada before leaving your home country to attend a school in Canada. Guidelines and an application form can be found on the Citizenship and Immigration Canada website, <http://www.cic.gc.ca/english/information/applications/student.asp>. You should contact the Canadian Visa Office in your home country to determine if you need to complete any additional forms, or provide any additional documents.

Once you receive your Study Permit from Citizenship and Immigration Canada and arrive in Canada, contact the school within the attendance area of your residence to make an admissions appointment. It is the responsibility of the student to maintain a valid and current Study Permit for the duration of his/her attendance at one of our schools.

Thank you again for your interest in the Hamilton-Wentworth Catholic District School Board.



Application Procedures

Submission of Application for Evaluation

1. Submit a completed signed (by parent and student) and dated HWCDSB Application Form
2. Photocopy of the student's passport or birth certificate as proof of name and date of birth.
3. Custodianship Declaration for students 18 years of age and under
4. Elementary aged students must submit a copy of their baptismal certificate or subject to School Admissions Policy S.A.01.
5. A copy of a translated transcript or school reports from the current year and last two years if applicable.
6. Proof of vaccination against tuberculosis, mumps, measles, rubella, diphtheria, tetanus and polio.
7. Proof of private health insurance coverage for the duration of the study period. It is the responsibility of the applicant to ensure that during his/her entire stay, their health insurance remains active. The Hamilton-Wentworth Catholic District School Board will assume no liability for lapsed coverage which could result in the student being asked to withdraw.

Application packages must be submitted to:
Hamilton-Wentworth Catholic District School Board
Assessment Dept.
90 Mulberry St, P.O. Box 2012
Hamilton, ON
L8N 3R9
Fax – 905-525-2914 Attention: Assessment Dept.
Email – international.admissions@hwcdsb.ca

Upon receipt, evaluation and acceptance of the completed application package, Visa student fees are due. The fees for 2018-2019 are \$11,300.00 for Secondary and \$10,700.00 for Elementary. Payment should be made by wire transfer. Please add \$35.00 for bank fees. When the application is approved you will be provided banking information for the wire transfer.

Once payment is received a conditional Letter of Acceptance will be issued. This letter will enable you to apply to Citizenship and Immigration Canada for authorization to enter Canada as a student. You must apply for and receive a Study Permit before leaving your home country to attend a school in Canada. Guidelines and an application form can be found on the Citizenship and Immigration Canada website <http://www.cic.gc.ca/english/information/applications/student.asp>. You should contact the Canadian Visa Office in your home country to see if you need to complete any additional forms or provide any additional documentation.



Hamilton-Wentworth Catholic District School Board
Believing. Achieving. Serving

Registration at a HWCDSB Elementary or Secondary School

Upon arrival in Canada you must contact the school in your area to make an appointment to register. If you need assistance in locating the school you can access the HWCDSB school finder at <http://www.hwcdsb.ca/schoolfinder/> or school boundary maps at <http://www.hwcdsb.ca/board/boundarymaps/>

To this appointment you must bring:

1. Original and valid Study Permit issued by Citizenship and Immigration Canada
2. Passport and/or birth certificate
3. Original Baptismal Certificate or School Admissions approval (For Elementary admission)
4. Proof of residency in the City of Hamilton
5. Original, notarized Custodianship Declaration – Parents/Guardians
6. Original, notarized Custodianship Declaration – Custodian

Please note that Elementary aged students will be placed in a grade according to their age. Secondary students will be assessed at the school for placement.



VISA STUDENT APPLICATION FORM

Please submit completed application form to:

Hamilton-Wentworth Catholic District School Board
 Assessment Dept.
 90 Mulberry St., P.O. Box 2012
 Hamilton, ON L8N 3R9
 Fax - 905-525-2914 Attention: Assessment Dept.
 Email – international.admissions@hwcdsb.ca

PLEASE PRINT THE FOLLOWING INFORMATION IN ENGLISH

STUDENT INFORMATION

_____ Surname (Family Name)	_____ Given Name	_____ Preferred Name
_____ Citizenship	_____ Country of Birth	_____ Date of Birth (Year/Month/Day)
_____ First Language	_____ Second Language	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
_____ Home Address in Hamilton-Wentworth		_____ City, Province
_____ Hamilton-Wentworth Phone Number		_____ Postal Code
_____ ()		_____ Email address

For Elementary Admission:

Is the student baptized Roman Catholic? Yes No
 If no, request to be considered through School Admission Policy, S.A.01

PARENT INFORMATION

_____ Father's Surname (Family Name)	_____ Given Name	_____ Email Address
_____ Mother's Surname (Family Name)	_____ Given Name	_____ Email Address
_____ Home Country Address	_____ City	_____ Province/State
_____ Home Phone Number	_____ Cell Phone Number	_____ Country
		_____ Work Phone Number



CURRENT SCHOOL INFORMATION

School Name

City, Country

Last Grade Completed

Name of previous or current Canadian School (if applicable)

Location

Start and end date of attendance

HEALTH INFORMATION

Are you in good health and able to participate fully in all classes? Yes ~~No~~
no, please explain;

Please specify and medical condition(s), allergies or health issues of which the school needs to be aware:

Do you have a condition that requires special education support? Yes No
If yes, please specify:

This student is applying for the following term:

- September – June (full year)
- Semester 1 (September – February, Secondary only)
- Semester 2 (February – June, Secondary only)

EDUCATIONAL GOALS

Favourite Subjects	Hobbies/Interest
Post Secondary School Plans and Career Direction	



REFUND POLICY

A full refund of the Visa student fee will be issued if Citizenship and Immigration Canada does not approve a Study Permit. The following is required:

- A written refund request signed by the parent
- The original Letter of Rejection from Citizenship and Immigration Canada
- The original Hamilton-Wentworth Catholic District School Board Letter of Acceptance

If a student leaves the Hamilton-Wentworth District School Board at any time during the school year the refund amount will be pro rated.

Please note refunds will only be issued to the person who made the original payment.

I, the undersigned, understand and accept the terms and conditions for admission into

_____ School.

1. I must be Catholic in Union with the See of Rome (For elementary admission or subject to School Admissions Policy S.A.01). **Please note that if the student is non-Catholic, there is a process for admission. For more information, go to <https://www.hwcdsb.ca/board/policies/?fileID=121646> on our Board website at www.hwcdsb.ca**
2. I must maintain a current Study Permit issued by Citizenship and Immigration Canada.
3. Transportation to Canada and Accommodations while living here are the responsibility of the student/student’s family.
4. I have read and agree to the refund policy.
5. My admission to a school within the Hamilton-Wentworth Catholic District School Board is based on the availability of space.
6. I am aware that I must acquire private health insurance coverage.
7. I will accept the school’s entire program, including but not limited to the wearing of a school uniform, the school’s Code of Student Conduct, Safe Schools Policy, instructional programs, Religious Education/Family Life Programs and most importantly, the Catholic nature of the school.

Signature of Student

Date

Signature of Parent/Guardian

Date



CUSTODIANSHIP DECLARATION – PARENTS/GUARDIANS			
STUDENT INFORMATION			
Student's Full Name	Citizenship	Date of Birth (yyyy/mm/dd)	Gender
Name and address of School in Canada			
Address where student will reside in Canada			
PARENT/GUARDIAN INFORMATION			
	Parent/Guardian 1	Parent/Guardian 2	
Full Name			
Date of Birth (yyyy/mm/dd)			
Home Address			
Telephone Number			
CUSTODIAN INFORMATION			
Full Name	Status in Canada] Canadian Citizen or] Permanent resident	Date of Birth (yyyy/mm/dd)	Telephone Number
Home Address			

I/We, and _____, the parents/guardians of the said Parent/Guardian 1
Parent/Guardian 2
student _____, hereby grant full custodianship to
Name of Student

_____ during the student's stay in Canada, while he/she is under the
Name of Custodian

age of majority in the province in which he/she resides. I have made the necessary arrangements for the care and support of the said student such that the custodian should act in the place of me/us, the parents. By signing this custodian agreement I/we affirm that I am/we are satisfied with the above appointed custodian resides within a reasonable distance of my/our child's school and will be able to fulfill his/her obligations as a custodian in the event of an emergency.

Signature of Custodian Date

Signature of Parent/Guardian 1 Date Signature of Parent/Guardian 2 Date

Sworn before me at _____ (city), in the province of

(province/territory), _____ (country),

This _____ day of _____ (month), _____ (year)

Signature of Notary Date

Official Seal of Notary Public



HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD International Students Application Checklist

Submission of the COMPLETE Application Package is Required

- Completed, signed and dated HWCDSB application form by parent and student
- Certified original and translated transcripts or school reports from the current year and the last 2 years if applicable
- The student's passport or birth certificate
- Proof of vaccination against tuberculosis, mumps, measles, rubella, diphtheria, tetanus and polio
- Notarized Custodianship Declaration – Parents/Guardians
- Notarized Custodianship Declaration – Custodian
- Copy of Baptismal Certificate (for elementary) or Request in Application Form to be considered through the School Admissions Policy S.A.01,
- Proof of private health insurance coverage (must be provided to the school at the time of registration)
- Payment of tuition fee (**Secondary \$11,300 Elementary \$10,700**) by wire transfer to the Hamilton-Wentworth Catholic District School Board. (Please add \$35.00 for bank charges).
- For Refunds: Please check our Refund Policy listed on the Application.

Submit the complete application package to:
Hamilton-Wentworth Catholic District School Board
Assessment Dept.
90 Mulberry St., P.O. Box 2012
Hamilton, ON
L8N 3R9
Fax – 905-525-2914 Attention: Assessment Dept.
Email – international.admissions@hwcdsb.ca