



International Education Services

36 Regatta Avenue
Richmond Hill, ON L4E 4R1 Canada
www.yrdsb-international.ca

Telephone: (905) 884-3434
Fax: (905) 773-2406
admissions@yrdsb.edu.on.ca

ADMISSION GUIDELINES

The York Region District School Board (YRDSB) school year begins in September and ends in June.

Secondary school begins in September (first semester) and February (second semester). Elementary school begins in September (first term) and February (second term).

School holidays are scheduled for two weeks in December and one week in March. Additionally, students do not attend school on the following school holidays: Labour Day (September), Thanksgiving Day (October), Family Day (February), Good Friday, Easter Monday, and Victoria Day (May).

Placement in a YRDSB elementary and/or secondary school is based on the evaluation of the student's academic standing and the availability of space. International students applying must have a minimum academic average of 65% and must maintain this minimum average while attending YRDSB schools.

Secondary students who have graduated from high school (or equivalent) in their homeland are not eligible to attend YRDSB.

Only students who are 18 years old before December 31 of school year in which they are applying are eligible to attend YRDSB.

The Summer English Language Academy available July/August is highly recommended for international students beginning school the following September. This program features intensive ESL classes, activities and cultural excursions.

All new secondary students are required to attend the 2-week International Student Orientation Program in August (September start) or January (February start).

APPLICATION DEADLINE

Applications must be received before May 31st to be considered for 1st Semester/Term (September) and November 30th to be considered for 2nd Semester/Term (February).

APPLICATION PROCESS

It is in the best interest of the student to submit their application as early as possible. International students must apply directly to YRDSB or through an authorized agency abroad. As a guideline it is recommended that the application process begin 5 (five) months before the start date of the school year (or semester in the case of secondary students) because the length of time required to process student applications for study permits varies from country to country.

STEP 1: Complete the application form and include the following in the application package:

- 1) payment in the form of a bank draft, money order or certified cheque in Canadian funds (payable to the York Region District School Board)
- 2) all required documentation (refer to the Application Checklist)

STEP 2: Send the application package by registered mail to:
Admissions Office, International Education Services
York Region District School Board
36 Regatta Avenue
Richmond Hill, Ontario L4E 4R1 Canada

Upon receipt of all documentation and required fees the Admissions Officer will review the application. Once accepted, YRDSB will mail the applicant an official letter of acceptance, a receipt for fees paid and an education services agreement which names the custodian(s).

STEP 3: Apply to the nearest Canadian Embassy, Consulate or High Commission for a study permit and present the letter of acceptance, the receipt for fees paid and all other documents required by Citizenship and Immigration Canada (CIC).

STEP 4: Upon receipt of a study permit, make arrangements to arrive in Canada at least one week prior to the commencement of classes. Send the Arrival Confirmation Notice to the Admissions Office by fax (905-773-2046).

STEP 5:

ELEMENTARY STUDENTS: Upon arrival in Ontario, contact the Reception Centre Office (Telephone: 905-479-0546) and make an appointment for an educational assessment. After the assessment, contact the designated school for an appointment to register.

SECONDARY STUDENTS: Attend the Orientation Program to receive the education assessment and register for school.

APPLICATION CHECKLIST

- APPLICATION FORM, SIGNED AND DATED BY BOTH PARENTS AND THE STUDENT
- OFFICIAL COPIES OF SCHOOL REPORT CARDS, IN ENGLISH, FOR THE PAST TWO YEARS AND CURRENT YEAR. ENGLISH TRANSLATION MUST BE NOTORIZED
- PHOTOCOPY OF PASSPORT OR BIRTH CERTIFICATE
- PHOTOCOPY OF AN UP-TO-DATE OFFICIAL IMMUNIZATION RECORD IN ENGLISH
- NOTARIZED CUSTODIANSHIP DECLARATION DOCUMENTS FROM BOTH CUSTODIAN (ORIGINAL) AND PARENTS (PHOTOCOPY) IN ENGLISH
- HOMESTAY APPLICATION (IF APPLICABLE) SIGNED AND DATED BY BOTH PARENTS AND THE STUDENT
- FULL PAYMENT - REFER TO THE FEE SCHEDULE TO CALCULATE THE REQUIRED PAYMENT

PROGRAM PLANNING (SECONDARY SCHOOL)

Secondary school is considered to be Grade 9 - 12. One credit is granted for the successful completion of a secondary school course of a minimum of 110 hours of instruction. To graduate with the Ontario Secondary School Diploma (OSSD), a student must complete 18 compulsory credits, 12 elective credits, 40 hours of community service and pass the Ontario Secondary School Literacy Test. A school year is divided into two semesters with a student studying either three or four courses each semester.

SCHOOL PLACEMENT

The Admissions Office will make every attempt to place students in their preferred school of choice; however, this is not always possible. York Region District School Board reserves the right to determine the final school and grade placement. In the Ontario education system, an elementary school student is placed in a grade according to their year of birth. It is common for the secondary school student who is designated to a particular grade to take subjects at a different grade level as long as s/he meets the subject prerequisites.

CUSTODIANSHIP

Citizenship and Immigration Canada (CIC) requires that all applicants applying for a study permit under the age of 18, and planning to enter Canada alone, arrange to have a custodian in Canada. The custodian must be a Canadian Citizen or Permanent Resident over the age of 19.

Students must be able to provide Immigration with notarized custodianship declarations signed by the custodian in Canada and the parent/legal guardian in their country of origin to obtain a study permit. The purpose of these declarations is to ensure that a responsible adult in Canada has been identified to provide care and support as well as make legal decision for the student while the student is living in Canada.

YRDSB provides custodianship services to international students 12 to 17 years of age upon request. Students under YRDSB custodianship must reside with homestay families arranged by YRDSB Homestay Services.

YRDSB requires that elementary students under 12 years of age must live with a parent or appoint a close relative as custodian. Official proof of family relationship between custodian and student is required by YRDSB.

HOMESTAY PLACEMENT

YRDSB Homestay Services is responsible for the homestay placement of all students. Homestay is provided for students attending Grade 7 to Grade 12. To secure a place in homestay, it is required that you submit an application when applying for school. Spaces are limited and are available on a first come, first serve basis. Students who request homestay must complete and submit a separate homestay application form along with the applicable homestay payment. The homestay fee for alternate periods of time is calculated at C\$32 per day.

MEDICAL INSURANCE COVERAGE

Medical insurance is mandatory and must be purchased through YRDSB. Students will not be registered in school without medical coverage. Fees for medical insurance coverage can be found on the school fee schedule. Payments for medical insurance must be made by money order, bank draft or certified cheque payable to: York Region District School Board.

Medical insurance fees for alternate periods of time is calculated at C\$1.40 per day.

If the insured is no longer a student of YRDSB, the student may request a refund directly from Ingle Travel & Health Insurance Services Inc., Tel: 1-888-386-8888.

A summary of YRDSB international student insurance plan is listed on <http://www.inglestudents.com/york>

DEFERRAL OF FEES FOR ACADEMIC PROGRAM

LATE ARRIVAL

If a study permit is not issued in time for the student to attend the first day of classes, the student may request that admission be deferred to the following semester or school year. For secondary school students, if the study permit is not issued within two (2) weeks following the commencement of classes, fees will automatically be deferred to the following semester.

VISA DENIAL

If a study permit is denied and the student wishes to re-apply, rather than request a refund, the student may request that admission be deferred. Request for deferral must be submitted in writing within 30 days of denial of the study permit. The original letter of refusal from CIC must accompany the written request.

IMMUNIZATION RECORD

All students attending YRDSB are required to provide an up-to-date immunization record when requested by the medical officer of York Region Health Unit. The immunization record must be in English and completed and certified by a qualified health professional from the country of origin. International students may need to get another vaccination, if required. The international student medical insurance will cover the cost of the vaccine to a limit of \$50.00. Any costs above this amount will be the responsibility of the student.

EDUCATIONAL ASSESSMENT AND REGISTRATION

All newly enrolled elementary students must contact the Reception Centre at (905) 479-0546 to make an appointment for an educational assessment of the students' English and Mathematics skills at least one week prior to the commencement of classes.

**Reception Centre
Community and Cultural Services Unit
7220 Kennedy Rd.
Markham, ON L3R 7P2 Canada
Telephone: 905-479-0546**

Newly enrolled secondary students will have their educational assessment of English and Mathematics skills during the Orientation period.