



APPLICATION INFORMATION & POLICIES

APPLICATION INFORMATION

- International students wishing to apply to the Edmonton Public Schools' International Student Program (ISP) must **complete an online application**, including uploading copies of required supporting documents. Once a full application package has been reviewed and the applicant accepted to the ISP, an invoice for academic fees will be issued and is due in full at the time of application. A receipt will be issued.
- If applying to the Homestay Program, an online Homestay application must be submitted to The Canada Homestay Network (CHN) at <http://www.canadahomestaynetwork.ca/eps.shtml>.
- Incomplete applications will not be accepted, and will need to be re-submitted together with all required documentation.

LETTER OF ACCEPTANCE

- Edmonton Public Schools (EPS) will issue a Letter of Acceptance (LoA) after payments to EPS and to CHN have been received.
- Students must use their LoA, Receipt and Custodial Declaration (if applicable) as part of their application for a Study Permit to Immigration, Refugees and Citizenship Canada (IRCC).

STUDY PERMIT & VISA & BIOMETRICS

- International students studying in Canada are required to apply for and receive a Study Permit from Immigration, Refugees and Citizenship Canada if the duration of their program is longer than six months. For a program of study of six months or less, international students can study in Canada without a Study Permit.
 - Note: We strongly recommend that a student gets a Study Permit, for all study periods including those of less than 6 months. If a student wishes to remain longer in Canada for their studies, but does not already have a Study Permit, they will need to apply for one through a Canadian visa office outside of Canada.
- In addition to a Study Permit, citizens of some countries may also be required to obtain a Visa to enter/transit Canada.
- Students must contact the IRCC authority in their home country for information about applying for a Study Permit/Visa, or visit the IRCC website at:
 - <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html>.
- After arrival, students are responsible for ensuring that their Study Permit remains valid for the duration of their studies. Students in Canada who wish to apply to extend their Study Permit can learn how by visiting the IRCC website at:
 - <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit.html>.
- IRCC's call centre may be reached by telephone at 1-888-242-2100 (only from within Canada).
- **Study Permit application processing times vary by country, and can take up to 3 or 4 months.** Find out the current processing time for your country by visiting the IRCC website at:
 - <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>.
- When students apply for a visitor visa or Study Permit they must provide their fingerprints and a photo. To facilitate repeat travel to Canada, applicants for a visitor visa or Study Permit must provide their biometrics once every 10 years. To find out if students need biometrics, please visit the IRCC website at <http://www.cic.gc.ca/english/visit/biometrics.asp>.

UPON ARRIVAL IN EDMONTON

- Along with their LoA, students receive a *Welcome Letter* with instructions for their arrival in Edmonton.

- Students must e-mail their flight itinerary to ISP at isp@epsb.ca
- Upon receipt of the flight itinerary, students will receive instructions on how to prepare for registration
- Documents to prepare for registration:
 - **Passport & Study Permit**
 - **Custodianship Declaration Forms** (if applicable)
 - **Letter of Acceptance & Receipt** issued by International Programs
 - **School Transcripts** (last two years minimum)
 - **Two Proofs of Address** (Example: utility bill, phone bill, driver's license, etc.) **OR** student's **CHN Homestay Profile** (if enrolled in the Homestay program). The Edmonton address will be verified upon arrival; if students will no longer be living within their confirmed school's catchment, arrangements may be made for students to attend a different school.
- If students are under 18 years of age, the natural parent, legal custodian, or CHN host parent (if enrolled in the Homestay program) must complete the registration.

REFUND POLICY

Visit the ISP website to review the full refund policy: <http://internationalprograms.epsb.ca/admissions/tuitionfees/>.

EDMONTON PUBLIC SCHOOLS' STUDENT BEHAVIOUR AND CONDUCT

- EPS is committed to providing a safe learning environment for all our students. EPS has established expectations for appropriate behavior and conduct. These expectations are clearly outlined in the Division's Student and Behavior Conduct Policy, available online at: www.epsb.ca/schools/goingtoschool/studentconduct/expectations.
- The policy explains the rights and responsibilities of students and the consequences for inappropriate actions. All international students are required to adhere to these policies and regulations; they commit to doing so at the time of their application to the ISP (see *Applicant/Parent Commitment and Signatures* section below).

HEALTH INSURANCE

It is mandatory for all students studying at Edmonton Public Schools to have medical insurance before coming to Canada. You will have received policy information and insurance card with policy number directly from StudyInsured. You can find policy details, doctor/clinic visit resources, how to make a claim and more at <https://www.studyinsured.com/epsb/en/category/international-students/compare>.

POLICIES OF EDMONTON PUBLIC SCHOOLS' INTERNATIONAL STUDENT PROGRAM

- Students are expected to observe Division and school rules, regulations and expectations. Students who fail to comply will be withdrawn from the ISP, and required to return home.
- Students may not live alone during their studies in EPS.
- Once an international student has registered in a particular school, the student is expected to complete their school year at the school in which they have registered.
- Changing schools is not permitted. International Programs must organize any movement between schools and will only consider school changes under exceptional circumstances. This does not include a student change of address.
- EPS does not allow international students to drive motor vehicles.
- Students are not permitted to work during the time they study in the ISP.
- The ISP is intended for international students who wish to attend a 'regular' academic program in EPS, are achieving at grade level, and are developmentally appropriate for their years and associated grade levels. The Division does not accept international students with special needs. Parental signatures are required (Applicant/Parent Commitment and Signatures Form), verifying that the student applicant does not require additional or specialized learning supports. Tuition fees must reflect the actual costs of programming. Under the Alberta School Act, school divisions cannot legally use any funds from resident student grants, to support programming of any kind, for international students - all costs of programming must be borne by the students' families.

APPLICANT/PARENT COMMITMENT AND SIGNATURES

Note: This page must be printed, signed and dated by the applicant and their parent(s), and submitted with the student's online application to the Edmonton Public Schools' International Student Program.

By signing below, I certify that all the information submitted in my Edmonton Public Schools' International Student Program application is complete, accurate, and honest. I further understand that the information furnished in the online application form, together with information and materials of any kind received by EPS' International Programs from any source, becomes the property of Edmonton Public Schools' International Programs, will not be returned. Personal information and documentation may be shared with agents for the Division and third parties external to Edmonton Public Schools as required in order to assist with student programming, housing, relocation or Canadian international student status. Division partners are required to keep information confidential and secure.

I commit that I will abide by the policies of Edmonton Public Schools and the Division's Student and Behavior Conduct Policy, the policies of the International Student Program and the rules of the school which I attend. I understand that failure to abide by these policies and rules may result in immediate withdrawal from the school and the International Student Program, and I will be required to return home. I understand that information about my attendance, behaviour and marks may be shared with my natural parents, agents retained by my parents, my Custodian and/or my Homestay parents during the time that I am studying with EPS' International Student Program, for the purposes of supporting the student's success as an international student. I understand that I will be assigned an online schoolzone account and password to access information about my attendance, behaviour and marks, and that these credentials may be shared with my natural parents, my Custodian and/or my Homestay parents. If I do not consent to the sharing of this information with the identified individuals I will not be able to participate in the program. For more information, or to revoke consent after signing, please contact isp@epsb.ca.

Specific school placements for international students are not guaranteed. Final decisions regarding school access and placements for international students will be made solely by Edmonton Public Schools, depending on capacities to accommodate. All applications to the International Student Program are to Edmonton Public Schools (EPS), and applications for Homestay are to The Canada Homestay Network (CHN).

For more information, or to revoke consent after signing, please contact isp@epsb.ca.

STUDENT NAME (PLEASE PRINT)

PARENT NAME (PLEASE PRINT)

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

DATE

Personal information is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP), for the purposes of registration and providing comprehensive support to international students. For questions relating to Section 33(c) of the FOIP Act contact the FOIP Office at 780-429-8350, One Kingsway, Edmonton Alberta, T5H 4G9. All other questions should be directed to isp@epsb.ca. For more information please read the [Collection and use of personal information in Edmonton Public Schools](#).