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**JFABB-E-1
IHBHE-R****International Student Program**470 Hamilton Avenue, Winnipeg, Manitoba R2Y 0H4
www.sjasd.caTelephone: (204)837-1331
Fax: (204) 888-0945**APPLICATION PROCEDURES**

All international students shall complete and submit a fully completed application form to the International Student Program (ISP) before final acceptance by the ISP. This ensures admissibility and proper placement into the ISP.

1. Complete a copy of the Student Application Form. Completed applications are to include the following:
 - Copy of passport page with legal name
 - Original transcripts from the two most recent school years
 - A letter of recommendation from the previous school principal or other school official (counsellor, teacher, vice-principal)
 - Current photograph of the student applicant
 - A non-refundable application fee of \$200.00 (Canadian) payable to St. James-Assiniboia School Division
2. When a student's application has been accepted and school placement has been determined, a copy of the formal Letter of Acceptance and a custodianship declaration (required for minority-aged students to qualify for Citizenship and Immigration Canada documents such as a Canadian s Study Permit/Visitor's Visa) will be forwarded to the student applicant or their representative.
3. Acknowledgement of Citizenship and Immigration Canada approval is to be forwarded to the St. James-Assiniboia School Division.
4. Homestay arrangements (if required) will be finalized; homestays are available for students who are 14 years of age and older.
5. The student's travel arrangements to Winnipeg are to be confirmed with St. James-Assiniboia School Division.
6. School tuition fees are due by August 1st for full year and first semester students and January 1st for second semester students. A variety of

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payment methods are available through prior arrangement with the Manager, International Student Program.

7. School Division personnel and/or members of the Homestay family will meet the student at the James Armstrong Richardson International Airport in Winnipeg.
8. ISP staff introduces the student to teachers, counsellor and Principal of the receiving school. The manager and principal ensure that a proper academic program is planned for the student.
9. The St. James-Assiniboia School Division reserves the right to dismiss students and return them home at their parents' expense without tuition refund, if the application form is not completed fully, or contains false and/or inaccurate information. (See International Student Program Refunds, Regulation IHBHE-R).

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