



St. James-Assiniboia School Division International Student Program

470 Hamilton Avenue, Winnipeg, Manitoba R2Y 0H4

Telephone: (204) 837-1331 Fax: (204) 888-0945

www.sjasd.ca

Application Procedures

1. Complete a copy of the Student Application Form. Completed applications are to include the following:
 - Original transcripts from the two most recent school years
 - A letter of recommendation from the previous school principal or other school official (counselor, 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 guardianship statement (required to qualify for a Canadian study permit/Visitor's visa) will be faxed as well as forwarded by mail to the student applicant or their representative.
3. Acknowledgement of student visa approval is to be forwarded to the St. James-Assiniboia School Division.
4. Homestay arrangements (if required) will be finalized.
5. The student's travel arrangements to Winnipeg are to be confirmed with St. James-Assiniboia School Division.
6. School tuition fees are due upon student arrival in Winnipeg. A variety of payment methods are available through prior arrangement with the Director, 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.