

**PLEASE PROVIDE ORIGINAL DOCUMENTS – PHOTOCOPIES WILL NOT BE ACCEPTED.**

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Student Age and Identity – Primary Document:**

- |  |   |
|--|---|
| <input type="checkbox"/> Canadian Birth Certificate                              | <input type="checkbox"/> Canadian Citizenship Card/Certificate of Citizenship |
| <input type="checkbox"/> Confirmation of Permanent Residence <b>AND</b> Passport | <input type="checkbox"/> Canadian Passport                                    |
| <input type="checkbox"/> First Nations Documentation or Band Card                | <input type="checkbox"/> Permanent Resident Card                              |

**If not Canadian/Permanent Resident/First Nations – ONE of** (Please contact our International Program office for verification letter):

- |   |  |
|---|--|
| <input type="checkbox"/> Refugee Claimant Documentation | <input type="checkbox"/> Temporary Resident Permit |
|---|--|

**Guardianship** (required from the custodial parent or legal guardian) **Alternate** proof of guardianship is required if birth certificate does not name parents.

**Primary Document:**

- |  |   |
|--|---|
| <input type="checkbox"/> Child's Canadian Birth Certificate (naming parents) | <input type="checkbox"/> Or Birth Certificate with certified translation, if needed |
| <input type="checkbox"/> Court ordered document showing guardianship         |   |

**Residency status of Parent or Legal Guardian in Canada (ONE of the following documents):**

- |   |  |
|---|--|
| <input type="checkbox"/> Canadian Birth Certificate                             | <input type="checkbox"/> Canadian Citizenship Card/Certificate |
| <input type="checkbox"/> Confirmation of Permanent Resident <b>AND</b> Passport | <input type="checkbox"/> Permanent Resident Card               |
| <input type="checkbox"/> Canadian Passport                                      | <input type="checkbox"/> First Nations Documentation/Band Card |

**Or ONE of** (District International Program office must verify funding eligibility):

- |   |   |
|---|---|
| <input type="checkbox"/> Refugee Claimant Documentation | <input type="checkbox"/> Parent Work or Study Permit for one year or more. Please contact our International Program office at 250-474-9818. |
|---|---|

**Proof of Residency (TWO documents required showing name & address). Financial details can be redacted.**

**ONE of the following documents required from custodial parent or legal guardian:**

- Property purchase agreement (if recent purchase with subjects removed)
- Long-term tenancy agreement – must be current
- Property Tax Statement (with home owner grant eligibility)

**AND ONE of the following (other documentation may be accepted):**

- Income Tax Statement (showing name and province of residency)
- Correspondence from a government agency (e.g. BC Employment Assistance)
- Letter from lawyer confirming application of long-term stay in BC (e.g. Application for PR being processed in Canada)
- Letter from IRCC confirming application of long-term stay in BC
- Vehicle registration
- BC Driver's License (must be a photo ID Driver's License and not have an address change sticker)
- BC Services Card (must not have an address change sticker)
- BC Identification Card (must not have address change sticker)
- Recent paystub

**Additional information required:**

- |   |  |
|---|--|
| <input type="checkbox"/> Most recent report card  | <input type="checkbox"/> Two Emergency Contacts              |
| <input type="checkbox"/> Student's Personal Health Care Number (BC Care Card or medical insurance)    | <input type="checkbox"/> Daycare information (if applicable) |
| <input type="checkbox"/> If parents live separately – written agreement or Court Order                | <input type="checkbox"/> Immunization Record                 |
| <input type="checkbox"/> If Guardian is MCFD (social worker) complete Children in Care template       |  |
| <input type="checkbox"/> Settlement Workers in Schools (SWIS) referral form completed (if applicable) |  |

Parent work or study permit: employment must be as indicated on the permit & be more than 20 hours per week; study must be full-time in a degree or diploma program at a public post-secondary institute in BC, or in a degree program at a private post-secondary institute in BC, OR enrolled in a ELL program of up to 1 year in duration at an EQA school where the completion of the ELL program is a prerequisite to the degree or diploma program.