

## International & Non-Resident Student Registration

Welcome to the DDSB! For any non-Canadian passport or non-permanent resident student, there are **two** steps to complete the registration process.

**STEP #1** - Email [internationalregistration@ddsb.ca](mailto:internationalregistration@ddsb.ca) with your student(s) name(s) in the subject line and attach the following documents in one email based on your status here in Canada:

Status	Documents Required
Parent Study Permit	<ul style="list-style-type: none"> <li>• Passports for parents and children (picture page only)</li> <li>• Permits for parents and children</li> <li>• Acceptance letter from parent's school</li> <li>• Receipt showing that parent has paid their tuition fees</li> <li>• Proof of address (lease agreement, OR <u>one</u> of hydro / gas /water bill)</li> </ul> <p>If you are living with family or friends, please provide proof of their address (see above) and a signed note from them stating that you and your family are living with them at their address</p>
Parent Work Permit	<ul style="list-style-type: none"> <li>• Passports for parents and children (picture page only)</li> <li>• Permits for parents and children</li> <li>• Proof of address (lease agreement, OR <u>one</u> of hydro / gas /water bill)</li> </ul> <p>If you are living with family or friends, please provide proof of their address (see above) and a signed note from them stating that you and your family are living with them at their address</p>
Application for Permanent Residency has been submitted	<ul style="list-style-type: none"> <li>• Passports for parents and children (picture page only)</li> <li>• Receipt showing that the Permanent Residency application fee has been paid</li> <li>• Proof of address (lease agreement, OR <u>one</u> of hydro / gas /water bill)</li> </ul> <p>If you are living with family or friends, please provide proof of their address (see above) and a signed note from them stating that you and your family are living with them at their address</p>

Status	Documents Required
Refugee	<ul style="list-style-type: none"> <li>• Passports for parents and children (picture page only)</li> <li>• Refugee paperwork for parents and children (proof of your refugee application submission to the IRCC – Immigration, Refugees &amp; Citizenship Canada)</li> <li>• Proof of address (lease agreement, OR <u>one</u> of hydro / gas /water bill) If you are living with family or friends, please provide proof of their address (see above) and a signed note from them stating that you and your family are living with them at their address</li> </ul>
Non-Resident Fee Paying	<ul style="list-style-type: none"> <li>• Please send an email with the student's name in the subject line to <a href="mailto:internationalregistration@ddsb.ca">internationalregistration@ddsb.ca</a> and in the body of the email request that the International Student Fee Paying package be provided to you</li> </ul>

If the student to be registered has Canadian Citizenship or Permanent Residency, please complete Step #2 only.

**STEP #2 - Register at the school by completing the online registration at [ddsb.ca](http://ddsb.ca) > Our Schools > Register for School**

If you have completed both steps, we thank you for your patience. Due to the high volume of registrations, please do not expect a response earlier than 3 **business** days. All registrations sent to [internationalregistration@ddsb.ca](mailto:internationalregistration@ddsb.ca) are being processed in sequence on a first-come, first-served basis. We will contact you if any further information is required. Once the registration has been processed, you will receive an email from [internationalregistration@ddsb.ca](mailto:internationalregistration@ddsb.ca) with the next steps.