

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 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	• Passports for parents and children (picture page only) • Permits for parents and children • Acceptance letter from parent's school • Receipt showing that parent has paid their tuition fees • 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
Parent Work Permit	• Passports for parents and children (picture page only) • Permits for parents and children • 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
Application for Permanent Residency has been submitted	• Passports for parents and children (picture page only) • Copy of the Stage 1 approval letter or email from IRCC signifying that the applicant has met most of the eligibility requirements and has acquired approval in principle subject to meeting the remainder of the approval requirements • Proof of address (lease agreement, OR <u>one</u> of hydro / gas /water bill)

Status	Documents Required
	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
Refugee	• Passports for parents and children (picture page only) • Refugee paperwork for parents and children (proof of your refugee application submission to the IRCC – Immigration, Refugees & Citizenship Canada) • 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
Non-Resident Fee Paying	• Please send an email with the student's name in the subject line to internationalregistration@ddsb.ca and in the body of the email request that the International Student Fee Paying package be provided to you

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 > Students > Register a Child 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 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 with the next steps.