

## Application Deadlines

*Program space is limited. Please apply early.*

Term starting September – All grades (kindergarten to grade 12) – **Deadline: May 31**

Term starting February – Grades 9 to 12 – **Deadline: November 30**

**Complete all pages of this form: PRINT CAREFULLY in ENGLISH**

**Date of Application:** \_\_\_\_\_  
year/month/day

## Tell Us About Yourself

**Student Surname** \_\_\_\_\_  
family name

Given Name: \_\_\_\_\_ English Name \_\_\_\_\_  
(if applicable)

Gender:  Male  Female Date of Birth: \_\_\_\_\_  
year/month/day

Country of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

First language: \_\_\_\_\_

**Address** in Home Country: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number: \_\_\_\_\_

Student E-mail Address\*: \_\_\_\_\_ *\*Student's Valid Email Required for School Registration*

## Parents

### Father

Surname \_\_\_\_\_ Given name: \_\_\_\_\_

Telephone (work) \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Mother

Surname \_\_\_\_\_ Given Name: \_\_\_\_\_

Telephone (work) \_\_\_\_\_ E-mail Address \_\_\_\_\_

## School Record

**Attach original or certified copies of transcripts or school records from the previous 2 years of study (translated into English)**

Name of your current school: \_\_\_\_\_ Location: \_\_\_\_\_  
 Last grade completed: \_\_\_\_\_ Number of years in your current school: \_\_\_\_\_  
 Month your school year begins \_\_\_\_\_ Month your school year ends \_\_\_\_\_

## I Am Applying For

*\*The Ottawa-Carleton District School Board may assign you to a school based on where you will be living and available space in schools. The Board also reserves the right to determine your grade. Please visit our web site at [www.ocdsb.ca](http://www.ocdsb.ca) for a list and description of elementary and high schools.*

Applying for grade \_\_\_\_\_

How long:  1 semester (5 months)  2 semesters (10 months)  Or \_\_\_\_\_ months

High school (grades 9 to 12) (choose one) 1. First term starting September   
 2. Second term starting February

Elementary school (junior kindergarten to grade 8) 1. Terms starts September   
 2. Start date if not September \_\_\_\_\_

Do you wish to attend a particular school\* in Ottawa?  Yes 1. \_\_\_\_\_  No preference  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

## Speaking and Learning English

**All students must be assessed for math and English skills before entering school.**

How many years have you taken formal English classes?

In school:  1 yr  2 yrs  3 yrs  4 yrs  more

Private lessons:  1 yr  2 yrs  3 yrs  4 yrs  more

Your level of English \*:  Beginner  High Beginner  Intermediate  High Intermediate  Advanced

\* Please use our Description of Levels of English Proficiency available at [www.studyottawa.ca/en/page/show/admission-requirement](http://www.studyottawa.ca/en/page/show/admission-requirement)

## Young People's Language School

**Do you need help with English? Come to Ottawa early and attend Young People's Language School.**

Young People's Language School ([www.ypls.ca](http://www.ypls.ca)) offers intensive English classes and an orientation program for students planning to attend high school in Canada. Students can come all year-round for 8-week intensive sessions to improve their English and for an orientation program with English lessons and activities to discover their new environment.

If you are interested in the intensive classes or the orientation program, please choose the session(s) with Start Date:

- September – October  November – December  January – February  March – April  
 May – June  July – August  High School Orientation Program

Start Date: \_\_\_\_\_

## My Interests and Objectives

- I want to:  Improve my English skills and take courses assigned to me by the school.  
 Improve my English and take the following specific courses for credit.

- 
- Graduate with an Ontario High School Diploma

My favourite subjects: \_\_\_\_\_

My favourite sports: \_\_\_\_\_

My hobbies: \_\_\_\_\_

## Accommodation and Care

*All international students must live with a family while studying in the Ottawa-Carleton District School Board.*

1. Do you require homestay arrangements? Yes \_\_\_ No \_\_\_

2. If YES, please complete and submit a homestay application form (available at [www.studyottawa.ca](http://www.studyottawa.ca)).

### Custodians

*Students under the age of 18 must be supervised by an adult **custodian living in Ottawa**. Custodians must be a parent or a citizen/permanent resident of Canada. You must submit notarized custodianship papers to Citizenship and Immigration Canada and the international student program office. Canada Homestay International (CHI) manages custodian and homestay arrangements for students in its homestay program.*

Do you require a custodian arrangement? Yes \_\_\_ No \_\_\_

**If you have a family to live with and a custodian, please provide their information below.**

### Ottawa home address

Family's surname: \_\_\_\_\_ First name: \_\_\_\_\_

Relationship to student \_\_\_\_\_ E-mail address: \_\_\_\_\_

Street address: \_\_\_\_\_

City: OTTAWA Province: ONTARIO Country: CANADA Postal code: \_\_\_\_\_

\_\_\_\_\_ home telephone

\_\_\_\_\_ work telephone

\_\_\_\_\_ cell phone

\_\_\_\_\_ fax number

### Custodian's Information (if different from above)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship to student \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Street address: \_\_\_\_\_

City: OTTAWA Province: ONTARIO Country: CANADA Postal code: \_\_\_\_\_

\_\_\_\_\_ home telephone

\_\_\_\_\_ work telephone

\_\_\_\_\_ cell phone

\_\_\_\_\_ fax number

## Your health

**An up-to-date immunization record is required by the Ottawa Public Health Department and school officials. A form outlining immunizations requirements will be sent to all students accepted to the international program.**

Does the student have any medical condition / or take any medication? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please describe: \_\_\_\_\_

Does the student have a perceived or documented learning disability, physical handicap, social integration difficulty, behavioural concern or history of criminal behaviour? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please describe: \_\_\_\_\_

## Agent information

Please indicate your status:  OCDSB/OCENET Representative  New agent

Name of agency: \_\_\_\_\_

**Contact:** \_\_\_\_\_  
surname first name email

**Street address:** \_\_\_\_\_

\_\_\_\_\_ city state/province country postal/zip code

\_\_\_\_\_ work telephone email address fax number

## Permission to release information

*This section must be filled out to authorize the agent to receive personal information about the student.*

I authorize \_\_\_\_\_ to receive personal, school and homestay information electronically

Name of Agent

of \_\_\_\_\_ on my behalf.

Name of Student

\_\_\_\_\_ Name of Mother Signature of Mother

\_\_\_\_\_ Name of Father Signature of Father

## Student Participation Agreement

***The Ottawa-Carleton District School Board is committed to providing the best possible educational environment for its students. For the health, welfare and academic well-being of students, all students must follow the rules and guidelines below:***

**As an international student you will:**

- live with a local family
- obey the laws of Canada and the rules and customs of the school in which you are enrolled
- contact the Ottawa International Student Program office and your school if you move
- attend school on a daily basis
- obey teachers and follow reasonable rules established by host parents
- follow the rules and guidelines of the Ottawa International Student Program

**You must also:**

- make determined efforts in your school work
- maintain a full-time timetable (high school students must take a minimum of 3 courses per semester in a semestered school and 7 in a non-semestered school)
- complete all homework and assignments
- maintain at least a "C" or 65% grade point average
- participate in a school sport or club activity
- permit the school to share the contents of school attendance and academic reports with your parents, custodian/guardian, the Ottawa International Student Program office, agent and host parents in order that guidance and assistance can be provided as required

***Any continuous failure to abide by the above guidelines may result in dismissal from school and the Ottawa-Carleton District School Board. Students dismissed from the Ottawa International Student Program may be sent home at his/her own expense without refund of fees.***

**I have read, understand and agree to follow the rules and guidelines as outlined above.**

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*Name of Student (PRINT)*

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*Signature of Mother*

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*Signature of Father*

## Terms and Conditions

- Ottawa-Carleton District School Board (OCDSB) / Ottawa-Carleton Education Network (OCENET) is not liable for losses/expenses that may incur as a result of the District being unable to provide education owing to labour disputes, inclement weather conditions or other causes beyond its control.
- Canada and Ottawa are very safe by world standards. While the student will be generally supervised, such supervision can not be constant and the OCDSB/OCENET cannot guarantee the student's safety. Therefore, should the student be injured while studying in Canada, the OCDSB/OCENET will not be held liable.
- If the student's educational needs are greater than disclosed on the application, the OCDSB/OCENET reserves the right to charge for extra support if such support is available.
- Any inaccuracy in the application is grounds for the OCDSB/OCENET to terminate the agreement and send the student home without refund and at the parent's own expense.
- The OCDSB/OCENET, its officers, employees, agents, volunteers and representatives will not be held responsible for any injury loss or injury suffered by the applicant during periods of travel and study. If the applicant becomes ill or incapacitated, the OCDSB/OCENET and its representatives may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her expense.
- The undersigned hereby agrees to indemnify the OCENET and OCDSB for damages or expenses incurred, resulting from our child's wilful or negligent behaviour or actions.

**I have read and understand the student participation agreement, terms, conditions and refund policy and verify that everything stated in the application is true and can be relied upon by the Board in offering a place to the student in the OCENET Programs.**

**I also understand that my signature gives permission for:**

- My child to participate on any field trip arranged by the Ottawa-Carleton District School Board or the OCENET within Canada.
- The OCDSB and the OCENET to use photographs of my child and/or artwork and/or written work produced by my child in any promotional material and/or professional media for the OCDSB and OCENET.

Mother's Name (print) \_\_\_\_\_ Mother's Signature \_\_\_\_\_

Father's Name (print) \_\_\_\_\_ Father's Signature \_\_\_\_\_

Student's Name (print) \_\_\_\_\_ Student's Signature \_\_\_\_\_

## How to Apply for the Ottawa International Student Program

### Step 1: Application

Submit the following to: Ottawa International Student Program (OISP)  
Ottawa-Carleton Education Network Inc.(OCENET)  
440 Albert Street, Room C315  
Ottawa, Ontario, Canada K1R 5B5

- A completed application form signed by the student and parent(s)
- Official copies of school report cards for the past 2 years
- Current year's school report card
- Certified translated copies of school report cards
- Letter of recommendation from a teacher or school principal (use form provided)
- Photocopy of student's passport or birth certificate
- \$200 non-refundable application fee.

If homestay is required, also submit the following:

- Homestay application form
- Homestay consent and release form

### Step 2: Acceptance Letter

You will receive an initial acceptance letter within two weeks if all documentation is in order. The acceptance package will also include Custodianship forms (if applicable).

### Step 3: Fees

Send the full tuition fee, medical fee and a notarized custodianship document to the Ottawa International Student Program office.

### Step 4: Study Permit

Student receives a final letter of acceptance and applies at the nearest embassy, Canadian Consulate, or High Commission for a Study Permit. Approval may take 6-20 weeks. (Please contact the nearest Canadian Immigration office for detailed information on application processing times in your country.)

### Step 5: Orientation and Assessment

At least one month before school starts contact the Ottawa International Student Program office to make an appointment for the student's English language and mathematics assessment.

### Step 6: School Entry

After the student's assessment has been evaluated the student's custodian/parent will be contacted with a day and time to report to school. High school students will select their courses at this time.

## Payment Process

All fees may be paid by international money order, bank draft, or certified cheque and made payable to the **Ottawa-Carleton Education Network**. Fees may also be paid by direct wire transfer to the Ottawa-Carleton Education Network bank account:

SCOTIABANK /The bank of Nova Scotia

Account # 00166 01160 17

Transit #47886

Toronto Business Support Centre

40 King Street West

Toronto, Ontario

Canada

Account Name: Ottawa-Carleton Education Network Inc .

Swift Code: NOSCCATT

ABA Number: 026002532

**NOTE: Please add \$20CDN to tuition fee if paying by wire transfer.**

Application fees for school (\$200) and YPLS (\$125) if applicable may be paid by **Mastercard** or **VISA**.

### I learned about the Ottawa-Carleton District School Board from:

Friend or relative       Education fair       Government office       Advertisement

Agent \_\_\_\_\_

Web site

Internet search

OCENET web site [www.ocenet.ca](http://www.ocenet.ca)

OISP site [www.ocdsb.ca/international](http://www.ocdsb.ca/international)

Other \_\_\_\_\_

### ACKNOWLEDGEMENT

The personal information on this form is gathered under the authority of the Education Act, Immunization of School Pupils Act and Personal Health Information Protection Act and will be used by the school and central administrative staff to provide a broad range of academic, health and administrative services. Anyone having the right, may access this information by contacting the Ottawa-Carleton Education Network (OCENET). Please keep OCENET advised of any changes in the above information as soon as possible.