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Toronto—Canada’s largest City

A Place to Learn, Live and Grow

Toronto, the capital of the Province of Ontario and the largest city in Canada, is not only a vibrant, diverse and exciting place to live and learn, but also Canada’s leading centre for education, high technologies, life and medical sciences, finance and entertainment. As the home to the country’s top universities and colleges, Toronto is attracting students from across Canada and around the world.

♦ Friendly and diverse communities
♦ One of the most liveable cities in the world
♦ Great opportunities to attend Canada’s best universities, and colleges
♦ Canada’s leading center for the arts and museums
♦ Canada’s financial centre
♦ Convenient public transit system

Message from Associate Director, School Operations and Service Excellence, Toronto District School Board

Welcome to the Toronto International Student Program – TISP

Coming to a new country like Canada is always an exciting and challenging experience. To combine a world-class education with such an adventure in Toronto, Canada’s largest city, will be the most rewarding time of your life. I invite you to join us on a voyage as an international student at the Toronto District School Board (TDSB) and find what genuinely inspires you!

Our mission is to enable all students to reach high levels of achievement and to acquire the knowledge, skills, and values they need to become responsible members of a democratic society.

We take great pride in the academic excellence of our schools and students. The talented community of educators and support staff are dedicated to enriching the lives of our students and helping them achieve success. With over 40% of our graduates ranking as Ontario Scholars, more than 80% of the TDSB graduates go on to university or college.

The TDSB has one of the most robust international student programs in Canada. Our dedicated staff, teachers and counsellors understand the needs of our international students and know that they often require help adjusting to life in a new country. Our staff speak a variety of languages and they are always willing to offer friendly guidance on academic and personal issues. Our schools offer a vast range of academic courses and extracurricular activities that are designed to meet the diverse interests of our international students from all over the world.

We give you our sincere promise that we at the TDSB will do everything we can to help you with your academic achievement and personal growth.

Manon Gardner
Associate Director, TDSB
Travel and Holidays

While Students are encouraged to explore and experience Canadian culture through travel during their stay in Toronto, it is expected that travel will not interfere with your academic studies and should be limited to designated school holidays.
TISP Contact Information

Smita Sengupta
Senior Manager
416-395 8120  smita.sengupta@tdsb.on.ca

Fred Liu
Manager
416-395 8120  fred.liu@tdsb.on.ca

Brian Chan
Administrative Assistant
416-395 8120  brian.chan@tdsb.on.ca

Gloria Katsoras
Admissions Assistant
416-395 8120  gloria.katsoras@tdsb.on.ca

Yasmin Jaffer
Admissions Assistant
416-395 8120  yasmin.jaffer@tdsb.on.ca

Roula Massin
Admissions Assistant
416-395 8120  roula.massin@tdsb.on.ca
### TDSB Secondary Schools Designated for International Students

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Y Jackson SS</td>
<td>50 Francine Dr. North York, ON M2H 2G6</td>
<td>(416) 395-3140</td>
</tr>
<tr>
<td>Agincourt CI</td>
<td>2621 Midland Ave, Scarborough, ON, M1S1R6</td>
<td>(416) 396-6675</td>
</tr>
<tr>
<td>Albert Campbell CI</td>
<td>1550 Sandhurst Circle, Toronto, ON M1V 1S6</td>
<td>(416) 396-6684</td>
</tr>
<tr>
<td>Birchmount Park CI</td>
<td>3363 Danforth Avenue, Toronto, ON M1N 2G2</td>
<td>(416) 396-6740</td>
</tr>
<tr>
<td>Bloor CI</td>
<td>1141 Bloor Street West, Toronto, ON M6H 1M9</td>
<td>(416) 393-1420</td>
</tr>
<tr>
<td>Central Technical School</td>
<td>725 Bathurst Street, Toronto, ON M5S 2R5</td>
<td>(416) 393-0070</td>
</tr>
<tr>
<td>Central Toronto Academy</td>
<td>570 Shaw Street, Toronto, ON M6G 3L6</td>
<td>(416) 393-0030</td>
</tr>
<tr>
<td>Don Mills CI</td>
<td>2740 Lawrence Ave. E. Toronto, ON M3C 1X6</td>
<td>(416) 393-5525</td>
</tr>
<tr>
<td>Dr. Norman Bethune CI</td>
<td>200 Fundy Bay Blvd, Toronto, ON M1W 3G1</td>
<td>(416) 396-8200</td>
</tr>
<tr>
<td>Emery CI</td>
<td>3395 Western Road, Toronto, ON M9M 2V9</td>
<td>(416) 395-3220</td>
</tr>
<tr>
<td>Etobicoke CI</td>
<td>86 Montgomery Road, Toronto, ON M9A 3N5</td>
<td>(416) 394-7480</td>
</tr>
<tr>
<td>George Harvey CI</td>
<td>1700 Keele St. Toronto, ON M6M 3W5</td>
<td>(416) 395-3250</td>
</tr>
<tr>
<td>Georges Vanier SS</td>
<td>3000 Don Mills Road, Toronto, ON M2J 3B6</td>
<td>(416) 395-3250</td>
</tr>
<tr>
<td>Greenwood SS</td>
<td>24 Mountjoy Avenue, Toronto, ON M4J 1J6</td>
<td>(416) 393 0744</td>
</tr>
<tr>
<td>Jarvis CI</td>
<td>495 Jarvis Street, Toronto, ON M4Y 2G8</td>
<td>(416) 393-0140</td>
</tr>
<tr>
<td>John Polanyi CI</td>
<td>640 Lawrence Ave W. Toronto, ON M6A 1B1</td>
<td>(416) 395-3300</td>
</tr>
<tr>
<td>L’Amoreaux CI</td>
<td>3501 Bridletowne Circle, Toronto, ON M1W 2K1</td>
<td>(416) 396-6745</td>
</tr>
<tr>
<td>Martingrove CI</td>
<td>50 Winterton Dr. Toronto, ON M9B 3G7</td>
<td>(416) 394-7110</td>
</tr>
<tr>
<td>Monarch Park CI</td>
<td>1 Hanson Street, Toronto, ON M4J 1G6</td>
<td>(416) 393-0190</td>
</tr>
<tr>
<td>Newtonbrook SS</td>
<td>155 Hilda Avenue, Toronto, ON M2M 1V6</td>
<td>(416) 395-3280</td>
</tr>
<tr>
<td>Northview Heights SS</td>
<td>550 Finch Ave W. Toronto, ON M2R 1N6</td>
<td>(416) 395-3290</td>
</tr>
<tr>
<td>Silverthorn CI</td>
<td>391 Mill Road, Toronto, ON M9C 1Y5</td>
<td>(416) 396-7010</td>
</tr>
<tr>
<td>Sir John Macdonald CI</td>
<td>2300 Pharmacy Ave, Toronto, ON M1W 1H8</td>
<td>(416) 396-6793</td>
</tr>
<tr>
<td>Stephen Leacock CI</td>
<td>2450 Birchmount Rd. Toronto, ON M1T 2M5</td>
<td>(416) 396-8000</td>
</tr>
<tr>
<td>Victoria Park CI</td>
<td>15 Wallintford Road, Toronto, ON M3A 2V1</td>
<td>(416) 395-3110</td>
</tr>
<tr>
<td>West Humber CI</td>
<td>1675 Martin Grove Rd, Etobicoke, ON, M9V 3S3</td>
<td>(416) 394-7570</td>
</tr>
<tr>
<td>Western Technical-Commercial School</td>
<td>125 Evelyn Crescent, Toronto, ON M6P 3E3</td>
<td>(416) 393-0500</td>
</tr>
<tr>
<td>Woburn CI</td>
<td>2222 Ellesmere Rd, Scarborough, ON, M1G 3M3</td>
<td>(416) 396-4575</td>
</tr>
<tr>
<td>York Mills CI</td>
<td>490 York Mills Road, Toronto, ONM3B 1W6</td>
<td>(416) 395-3340</td>
</tr>
</tbody>
</table>

Please ask for the Guidance Department when you call your school for an appointment.
Centrally Assigned Guidance Counsellors for International Students

For all school-related questions, students are strongly encouraged to contact his/her centrally assigned guidance counsellor:

Ms May Chang (may.chang@tdsb.on.ca)
♦ A Y Jackson Secondary School
♦ Victoria Park Collegiate Institute
♦ John Polanyi Collegiate Institute
♦ George Harvey Collegiate Institute
♦ Western Technical-Commerce School
♦ George S. Henry Academy

Mr. Patrick Chui (patrick.chui@tdsb.on.ca)
♦ Northview Heights Secondary School
♦ Central Toronto Academy
♦ Bloor Collegiate Institute
♦ Stephen Leacock Collegiate Institute
♦ Dr. Northman Bethune Collegiate Institute

Ms Christine Gillespie (christine.gillespie@tdsb.on.ca)
♦ Georges Vanier Secondary School
♦ York Mills Collegiate Institute
♦ Central Technical School
♦ Jarvis Collegiate Institute
♦ Martingrove Collegiate Institute

Ms Sandra Oolup (sandra.oolup@tdsb.on.ca)
♦ Newtonbrook Secondary School
♦ Albert Campbell Collegiate Institute
♦ Monarch Park Collegiate Institute
♦ Etobicoke Collegiate Institute
♦ Agincourt Collegiate Institute
♦ Birchmount Collegiate Institute
♦ Woburn Collegiate Institute
♦ Danforth Collegiate Institute / Greenwood Secondary School

Mr. Rory Stretch (rory.stretch@tdsb.on.ca)
♦ Sir John A. Macdonald Collegiate Institute
♦ L’Amoreaux Collegiate Institute
♦ West Humber Collegiate Institute
♦ Emery Collegiate Institute
♦ Silverthorn Collegiate Institute
TDSB Elementary Schools

Placements at TDSB elementary schools are based on the address of the custodian/parents. If you want to contact the school, please log on the TDSB website for school information: http://www.tdsb.on.ca/FindYour/School.aspx

Newcomer Receptions Centres

All assessments shall take place at the TDSB Newcomer Reception Centres:

**West End Reception Centre**
777 Bloor Street West, 4th floor
Toronto, ON (south side of Bloor St. at Christie subway station)
Tel: 416-393-0542

**Georges Vanier Reception Centre**
3000 Don Mills Road East, Toronto, ON (Don Mills Road East, south of Finch)
Tel: 416-395-9440

English & Math Assessment (Grades 9 – 12)

- Required for school placement
- 8:30 am – 3:00 pm
- All skills
- Relax, concentrate and do your best
- Teacher assisted (not a test)
- Bring a lunch, water, pens, pencils
- ****Bring 2 Copies of Your Documents:
  - Passport, Study Permit, Newcomer Profile

School Registration Process

1. Make an appointment to REGISTER at the school after receiving your arrival package. The appointment shall take place after your Math/English Assessment.

2. Custodian must accompany student to the school for registration.

All new international students at coming to TDSB secondary are required to do Math and English assessments before starting
School Registration Process

The follow documents are required to register at your designated school:

♦ Your valid study permit
♦ Your valid passport
♦ Your most recent school documents (transcripts) from your home country
♦ Immunization record
♦ Newcomer Profile (Please refer to the next TWO Pages)
♦ Proof of address (2 or 3 pieces, such as hydro bill or bank statement, lease agreement etc. ) (FOR ELEMENTARY STUDENTS ONLY)
♦ Custodian documents
♦ Phone #s and e-mail of your custodian and homestay parents
♦ Math and English Assessment Results (SECONDARY SCHOOL STUDENTS ONLY)

Registration: Take the envelope to the school.
# NEWCOMER PROFILE

**ADAPTED FOR INTERNATIONAL (VISA) STUDENTS**

**ALL SECTIONS MUST BE COMPLETED**

## TDSB SCHOOL INFORMATION (For office use only)

<table>
<thead>
<tr>
<th>Name of School:</th>
<th>Grade:</th>
<th>Starting Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal / Counsellor in charge:</td>
<td>School Tel. #:</td>
<td>Fax #:</td>
<td></td>
</tr>
</tbody>
</table>

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Name:</th>
<th>Preferred Name:</th>
<th>Gender:</th>
<th>Date of Birth: (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Birth:</td>
<td>First Language:</td>
<td>Other Languages:</td>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Date of Arrival: (dd/mm/yyyy) Canada</td>
<td>Date of Arrival: (dd/mm/yyyy) Ontario</td>
<td>Tel. # in Toronto:</td>
<td>Cell #:</td>
<td></td>
</tr>
</tbody>
</table>

**Home Address in Toronto:** (Address, City, Province, Postal Code)

**Living with:**

- [ ] Father
- [ ] Mother
- [ ] Custodian
- [ ] Homestay
- [ ] Others: (Please specify) ________________________

**Study Permit:**

- [ ] Yes
- [ ] No

**If Yes,**

- Expiry Date (dd/mm/yyyy): ________________________

**If No,**

- Please specify: ________________________

## PARENT INFORMATION

**Father / Mother:** (Last Name, First Name)

**Home Country Address:** (Address, City, Province, Country, Postal Code)

<table>
<thead>
<tr>
<th>Home Tel. #:</th>
<th>Business Tel. #:</th>
<th>Cell #:</th>
<th>Email:</th>
<th></th>
</tr>
</thead>
</table>

## CUSTODIAN INFORMATION

**Name:** (Last Name, First Name)

**Gender:**

- [ ] F
- [ ] M

**Home Address in Toronto:** (Address, City, Province, Postal Code)

<table>
<thead>
<tr>
<th>Home Tel. #:</th>
<th>Business Tel. #:</th>
<th>Cell #:</th>
<th>Email:</th>
<th></th>
</tr>
</thead>
</table>

## HOMESTAY INFORMATION

**1. Name:** (Last Name, First Name)

**Toronto Address:** (Address, City, Province, Postal Code)

<table>
<thead>
<tr>
<th>Home Tel. #:</th>
<th>Cell #:</th>
<th>Home Tel. #:</th>
<th>Cell #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Tel. #:</td>
<td>Email:</td>
<td>Business Tel. #:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

## EMERGENCY CONTACT (must be complete for students over 18)

**1. Name:** (Last Name, First Name)

**Toronto Address:** (Address, City, Province, Postal Code)

<table>
<thead>
<tr>
<th>Home Tel. #:</th>
<th>Cell #:</th>
<th>Home Tel. #:</th>
<th>Cell #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Tel. #:</td>
<td>Email:</td>
<td>Business Tel. #:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

## TDSB SCHOOL INFORMATION (For office use only)

<table>
<thead>
<tr>
<th>ESL Results:</th>
<th></th>
<th>Comments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Results:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TURN OVER**
HEALTH AND MEDICAL INFORMATION

Allergies: □ No □ Yes Specify:

Is the student on any medication? □ No □ Yes Specify:

Additional health information:

EDUCATIONAL BACKGROUND

<table>
<thead>
<tr>
<th>Level/Type of School</th>
<th>Country</th>
<th>Dates Attended</th>
<th>Grade/Form Last Attended</th>
<th>Language(s) of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle/Junior High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private School (in Canada)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GOALS AND DIRECTIONS

Subjects I like:

Subjects I do not like:

Volunteer Experience:

Goals after High School:
□ graduate high school
□ college/university
  What do you want to study at college/university?
□ return home
□ other

Student/Custodian Signature: ____________________________

Date Completed: ________________
(DD/MM/YY)
### Sample Timetable

#### High School

![Sample Timetable Image]

*Please note your actual Timetable may look slightly different pending whether your school is a semestered or non-semestered school.*

### Report Bullying

- TDSB has strict anti-bullying policies
- Bullying online or in person will result in **Suspensions** or **Expulsion** from school
- TDSB is committed to creating a safe environment for all students

If you are being bullied, talk to your teacher, parent/custodian or someone you trust and report it to your school right away.
Safety at School

Attendance

♦ “SAFE ARRIVAL PROGRAM” - Attendance
  - 24 hour voicemail available at all schools
  - Elementary: verify with a phone call on the morning of, or with a note prior to the absence
  - Secondary Absences: verify with a note or phone call prior to absence and upon the student’s return
♦ Absence = Phone Call Home
♦ 15 consecutive absences = possible demission from school
♦ Planned absence = Note to school and teacher a head of time
♦ Students leaving school during the day MUST sign out in the main office
♦ Visitors must go to school main office to “Sign in” our “Sign out”

Severe Weather (Bus or school Cancellation)

♦ Please visit: www.tdsb.on.ca
♦ Local Media (TV, Radio, Internet)
♦ Students must remain in school until picked up

Communication Record

♦ Custodian and emergency contact information must be update and correct
♦ Telephone, cell phone, e-mail must be on the record
♦ Chang of address must be given to:
  - Your school
  - The International Students & Admissions Office (ISAO)
Student Expectations & Responsibilities

“Student expectations and responsibilities are clearly indicated in the TDSB Code of Conduct” which applies to all students in Toronto District School Board. Students should read this section of the agenda VERY CAREFULLY.

This document is also available at: www.tdsb.on.ca

It is expected that students will

♦ Be at school and be on time
♦ Be prepared to learn
♦ Complete class work, homework, and assignments in a timely fashion
♦ Follow all school rules
♦ Take responsibilities for their actions
♦ Ask questions

Please review and understand the Toronto District School Board Code of Conduct in the student agenda, which you will get when you register at your school.

Expectations for Custodians

♦ Regular communication regarding students progress (news letters, fact sheets, invitations, telephone, letters)
♦ Support student and school
  • Ensure that the student is attending all classes
  • Attend interviews, presentations, and concerts
  • Help student prepare for school (sleep, nutrition, etc)
  • Communicate with parents regularly
  • Monitor student’s progress, check homework, tests, etc.
  • Monitor student’s mental health
  • You may request a meeting with the teacher at any time throughout the year
  • Make sure that students renew and make payments on time

For more information please contact the International Students and Admissions Office.
Graduation Requirements for Secondary Students

A student who enters grade 9 in Canada will need to earn a minimum of 30 credits to graduate and qualify for the Ontario Secondary School Diploma (OSSD).

Students who have successfully completed one or more years of high school in their home countries are usually granted equivalency credits and do not have to repeat a year when they come to Toronto. For example, a student who has completed and passed Grade 9 in Turkey will be given credits for his year and when he provides proof with an official document from his/her home country school.

18 Compulsory Credits

- 4 credits in English (one credit per grade)
- 1 credit in French
- 3 credits in Math (at least 1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- .5 credit in Civics
- .5 credit in Career Studies

12 Elective Credits

12 Elective Courses

+ 40 hours of Community Service

+ Successful completion of the Ontario Secondary School Literacy Test (OSSLT)

To graduate, students need at least 30 credits from required and elective courses. They must also pass the Literacy Test (OSSLT) and complete 40 hours of community service or volunteer work.

If you are planning to attend university, you must make sure you have all the courses and prerequisites you need. Careful planning in Grade 10, 11 and 12 with the help of your guidance counselor will ensure you meet the requirements. All universities require that student have 6 courses at Grade 12 academic level to apply.

For further information on graduation requirements, go to the Ontario Ministry of Education website at: www.edu.gov.on.ca/eng/document
Academic Expectations

When you decide to come to Toronto to Study, you and your parents must sign an Agreement (as it was stated in the application form) in which you agree to obey certain school rules. Please make sure you read and understand the provisions in that agreement.

These are the rules that you are expected to follow:

♦ You must start the semester with four courses or a full time-table. If you are having a lot of difficulty you may talk with your guidance counselor at school to drop one course. This can only happen if you get permission from your guidance counselor. You cannot drop a course on your own.

♦ You must be working hard to maintain a good average.

♦ You may change a course with the approval of your guidance counselor.

♦ You must take the proper sequence of courses (pre-requisites) like other Canadian students

English Language Learners

An important goal of International students is to improve their English while attending school in Canada. All TDSB schools designated for international students offer ESL courses and special second language support classes for different levels of learners. These courses help students become proficient in English.

When students first arrive in Toronto, they are assessed for their language abilities and are placed in certain English language classes based on the results of the assessment.

Students with very strong foundation in English may be placed in regular English classes.

Students who need to develop one or more of the skills of reading, writing, speaking or listening are placed in the most suitable level of English as a Second Language (ESL) class.

Here is a list of our ESL levels in ASENDING order. These courses form a progression from the beginning level to regular English:

- ESLAO  Beginner
- ESLBO  High Beginner (many international students who have studied some English in their home country are placed in this level when they first come to Toronto)
- ESLCO  Low Intermediate
- ESLDO* High Intermediate
- ESLEO  Advanced
- English G10 or 11 After ESL

Please note:

* ESLDO is considered a crucial course in students’ language development and must be taken. It cannot be skipped.

* Each ESL course is worth one credit and is included in a student’s overall average.

* ESL courses are not connected to grade level. Students progress through the levels at different rates depending on their motivation, work ethic and effort.

* To graduate from high school in Ontario, a student must pass a Grade 12 compulsory English course.

* Students who study in Canada less than 3 years and want to attend university here must take an English proficiency test in addition to passing Grade 12 English. Such English language tests include TOFEL, CAEL, IELTS and CanTest.
English as a Second Language

A maximum of 3 ESL credits count toward the Compulsory English Credits.

However, you must complete a ENG4C/U to attend college or university

Practicing Your English

International students have found these useful ways to meet English speaking people and practice their English:

- Practice English as part of the normal routine
  - Talk with your homestay family during dinner and relaxation time
  - Join family events and outings
  - Play with children
  - Watching English TV or video programs
  - Reading English newspaper
  - Listening to English Radio programs

- Join school clubs (e.g. choir, drama, band) and/or sports teams

- go on school trips

- Get involved in community activities outside school at local community centres, churches or summer camps

- Consider getting involved in activities in a variety of ways
  - act as a volunteer
  - take part in sports
  - take courses in art, crafts, music, etc.
Prior Learning Recognition

High School Only

- **What:** PLEC (Prior Learning Equivalent Credits)

- **Who:** Counsellor at the 1st school

- **When:** Once student has successfully finished one year in TDSB

- **Where:** Credit Summary / Transcript
Course/Credit Codes

( refer to Choices - MPM2D1)

MPM  First Three Letters = Subject Area and Course Name
2 Grade Level: Grade 10
D Focus of Course:   Academic
-  Academic    ( D )
-  Applied    ( P )
-  University    ( U )
-  College    ( C )
-  University / College    ( M )

• Night School
• e-Learning
• Summer School
• International Languages

• Fee of $1750 per course (over 8)
School Library & Computers

Access School Library and Computers

User name: Student #

Password: 6111 14 05

Example:

Student #: 234 876 111 Birthday: May 14, 1994

Last 4 digits of Student #; birth day; birth month

Leaving Your TDSB School

(other than graduation)

Step 1:

a) School Withdrawal Form
b) Return Textbooks
c) Copy of Letter of Acceptance to New School
   or
   Copy of Plane Ticket home

Step 2:

a) Inform International Students and Admissions Office
b) Letter of Acceptance or Plane Ticket home
University Requirements

• Ontario Secondary School Diploma
• Six Grade 12 U/M courses
  (one must be ENG4U)
• English Proficiency e.g. TOEFL Test
  (4 years of study In an English system)

Each University has its own requirements,
please check with them directly for more information
about their English Language requirements
OUAC or E-INFO publication or www.ouac.on.ca

English Language Proficiency Tests

• TOEFL - www.toefl.org
• IELTS - www.ielts.org
• CAEL - www.cael.ca
• CanTEST - www.cantest.uottawa.ca
• MELAB - www.melabtest.ca/
• RTEP – www.ryerson.ca/ualca/admission/english.html
• YELT - www.yorku.ca/futurestudents/requirements/yelt.html
Report Cards

High school students will receive two reports each semester:

♦ a progress report card approximately half way through the semester and
♦ a final report card at the end of the semester

Reports Cards & Parent-Teacher Interviews: Host parents and all custodians are invited to participate in Parent-Teacher interviews. By doing so, host parents will become fully acquainted with the progress of the student and will be better able to support the student academically and emotionally, as needed.

Attendance Expectations

Your first obligation in Canada is to attend school every day and go to all your classes. You can have fun, too, but your main job is to do well in your studies. You must bring a written note signed by your custodian or host family each time you are absent. This rule applies to students both under and over 18 years of age. If you are absent without authorization or a meaningful explanation, there can be serious consequences:

♦ You may lose academic credits; you may be expelled from your school
♦ you may be expelled from your homestay and your custodianship may be cancelled.

BEHAVIOUR Code of Conduct is based on the governmental Code of Conduct for students in public schools in Ontario and applies to all students. The code of conduct for students in Ontario can be found at the Ontario Ministry of Education website: http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct01.pdf The code of conduct and the rules for your school can also be found in your school agenda book. If you have not received one, please ask a teacher or a vice principal or principal to help you get one.

Consequences of not Following the Rules

You will be given a warning if you are misbehaving, frequently absent from school, or if you are failing a course. Your parents/custodians will also receive a letter informing them of you will be given a warning if you are misbehaving, frequently absent from school, or if you are failing a course.

Your parents/custodians will also receive a letter informing them of your behavior. Finally, you may be asked to leave the program if you do not show signs of improvement. No refunds will be made for students expelled from the program.
**Transferring to Another School**

In order not to disrupt their learning, students are not encouraged to transferring to a different school within the TDSB under normal circumstances.

On exceptional occasions and approved by the International Students & Admissions Office, international students can request to transfer to a different school at **end of the school year or at time of renewal.**

The following procedure should be followed:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Student submits the request to the designated guidance counsellor at his/her current school and provides valid reasons for the request.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td><strong>The Central Assigned Guidance Counsellor</strong> verifies the rationale for the request and contact the guidance department of intended school on availability for spaces and course offerings. At this stage the International Students and Admissions Office should be contacted for approval.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>Home school guidance department approves the transfer request and releases the student. At this stage, the International Students and Admissions Office must be informed.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Receiving school registers the student.</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>The international Students and Admissions Office makes the change in the database.</td>
</tr>
</tbody>
</table>

If you have any questions, please contact **the International Students & Admissions Office** at: 416-395 8120 or e-mail us at: studytoronto@tdsb.on.ca
Homestay

TDSB does not provide homestay or custodian service. We encourage the families to do their own research and make their own arrangement.

If a student and family do not have such connections in Toronto and need homestay or custodian arrangement, they can:

♦ Contact our partner Canada Homestay Network at:
  www.canadahomestaynetwork.ca
  (416) 926-0355 or E-mail:
  tdsb@canadahomestaynetwork.ca

♦ Contact your agents who may be able to provide such service

♦ Contact other homestay service providers

Please note TDSB does not play a role in the agreement between student/family and the homestay service provider or host families. All fees are paid to them directly.

Emergency Medical Insurance

All international students in the TDSB program must have medical insurance coverage.

The TDSB has partnered with Ingle International to provide all international students with the best in emergency health insurance:

♦ Comprehensive Emergency Medical Insurance Plan
♦ Student Health and Wellness Support Program

Important Health Insurance Information:

Health Insurance Plan Provider: Ingle International
Health Insurance Plan Name: Comprehensive+ Plan
Policy Number: 237266
Group Code: 077
ID: Unique to each student (Please use your TISP#)
Insurance Plan Website: www.inglestudents.com/tdsb

Ingle General Call Centre:
  1.416-730-8488
  1-800-360-3234 (toll-free)

In a medical emergency, please contact the emergency assistance team at Intrepid 24/7 and provide them with the student’s name and policy information:

  1-866-883-9787
  1.416.640.7865
(collect from anywhere in North America)

Student Counselling Service

Available 24/7 in any language to assist students with mental health counselling.

Provider: Aspiria Group
Phone#: 1.877.234.5327

Please note: If you have encountered problems when dealing with the Insurance Provider, please contact our office at: 416-395 8120 or email us at: StudyToronto@tdsb.on.ca
Instructions for Renewal

It is the responsibilities of the custodians and students themselves to make sure that students renew with the International Students and Admissions Office and make tuition payments on time. Custodians should also assist the students with their renewals of study permits and entry visa to Canada (if required).

If you start at TDSB school in September, the deadline to renew is:
♦ **October 30** for the next Semester
♦ **March 31** of the next School Year

If you start at TDSB school in February, the deadline to renew is:
♦ **March 31** for the next semester
♦ **October 30** of the next school Year

Please refer to the following 5 pages for more detailed instructions and Renewal Forms.

If you have any questions, please contact our office.

## Things You Must Renew

1. **TDSB Tuition**  
   ➢ Instructions and Forms at www.studytoronto.ca

2. **Study Permit**  
   ➢ Citizenship and Immigration Canada  
     www.cic.gc.ca/english

3. **Entry Visa**  
   ➢ Citizenship and Immigration Canada  
     www.cic.gc.ca/english

Please note students may be disallowed to renew with the TDSB for one or more of the following reasons:
♦ Poor attendance records
♦ Poor academic performance at school
♦ Violation of rules/regulations at schools
♦ Other reasons that the school has made a decision on.

*Please refer to the following 5 pages for renewal instructions and renewal forms.*
## Toronto International Students Program

### Renewal Instructions for Student

<table>
<thead>
<tr>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Download the Renewal Form from <a href="http://www.studytoronto.ca">www.studytoronto.ca</a> under Renewal Students</td>
</tr>
<tr>
<td>▪ Complete the form</td>
</tr>
<tr>
<td>▪ Obtain custodian’s signature and information if you are under 18 years of age.</td>
</tr>
</tbody>
</table>

### Preparation of Payment

<table>
<thead>
<tr>
<th>Bank Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ <strong>bank draft</strong> - please make payable to the Toronto District School Board (TDSB)</td>
</tr>
<tr>
<td>▪ <strong>wire transfer</strong> - please email <a href="mailto:studytoronto@tdsb.on.ca">studytoronto@tdsb.on.ca</a> for an invoice if required. Please wire transfer the tuition fee using CIBC International Student Pay System found on the next page</td>
</tr>
<tr>
<td>▪ <strong>direct deposits are not accepted</strong></td>
</tr>
</tbody>
</table>

### Tuition Fee

<table>
<thead>
<tr>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Grades 1-8: ___ $13,000 (2 Semesters) ___ $6,500 (1 Semester)</td>
</tr>
<tr>
<td>▪ Grades 9-12: ___ $14,500 (2 Semesters) ___ $7,250 (1 Semester)</td>
</tr>
<tr>
<td>▪ (Students attending a non-semestered secondary school must pay the full year fee)</td>
</tr>
<tr>
<td>▪ <em>Refund</em> of the tuition fee is only possible if the student’s study permit application is refused by Citizenship and Immigration Canada (CIC)</td>
</tr>
</tbody>
</table>

### Payment Deadline

<table>
<thead>
<tr>
<th>March 31 / October 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ <strong>March 31 / October 31</strong></td>
</tr>
<tr>
<td>▪ <strong>April 1 – April 30 / November 1 – November 30</strong></td>
</tr>
<tr>
<td>▪ $500.00 re-entry fee will apply - School Placement Not Guaranteed</td>
</tr>
<tr>
<td>▪ <strong>After April 30 / November 30</strong> - No Renewal Allowed</td>
</tr>
</tbody>
</table>

### Documents Required with Tuition Fee Payment

- Completed and signed Renewal Form (Please contact our office first for high school transition if applicable)
- Wire Transfer Reference Sheet (if applicable)
- Notarized Custodian and Notarized Parents Form if you are changing custodians

### Payment Completion

- **Certified Cheque, Bank Draft or Money Order** - Bring tuition fee payment and required documents to TDSB at below address.
- **Wire Transfer** – when the wire transfer is complete, please email the wire transfer reference sheet and required documents to studytoronto@tdsb.on.ca.
- **direct deposits are not accepted**

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**Toronto District School Board**

**International Students and Admissions Office**

5050 Yonge Street, 1st Floor

Toronto, Ontario, Canada M2N 5N8

Tel: +1-416-395-8120, [studiotoronto@tdsb.on.ca](mailto:studiotoronto@tdsb.on.ca), [www.studytoronto.ca](http://www.studytoronto.ca)
### Student Information:

I am a student who is:  
- [ ] living with parents  
- [ ] living with my custodian who is also my homestay

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Passport Surname</th>
<th>Passport Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>(dd/mm/yyyy)</td>
<td>Age:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current School:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tuition Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1 - 8</td>
</tr>
</tbody>
</table>
| $ 13,000 (2 Semesters)  | [ ]  
| Grade 9 - 12  |
| $ 14,500 (2 Semesters)  | [ ]  
| $ 6,500 (1 Semester)  | [ ]  
| $ 7,250 (1 Semester)  | [ ]  |

### Parental Information:

If your parent is living with you in Canada please fill out this section

<table>
<thead>
<tr>
<th>Parent Name</th>
<th>Mr./Mrs.:</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Name</td>
<td>Mr./Mrs.:</td>
<td>Surname</td>
<td>First Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parental Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
</tbody>
</table>

### Custodian Information:

Did you change custodian or custodian’s address?  
- [ ] Yes  
- [ ] No

<table>
<thead>
<tr>
<th>Custodian Name</th>
<th>Mr./Mrs.:</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parental Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Custodian’s Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>(dd/mm/yyyy)</td>
</tr>
</tbody>
</table>
Student Information:
I am a student who is: □ living with my custodian  □ living with a homestay  □ living with parents
□ living by myself or with friends and I am 18 years of age or older

Student Name: ____________________________ Passport Surname ____________________________ Passport Name ____________________________
Date of Birth: ____________________________ Age: ________
(dd/mm/yyyy)
Address: ____________________________ Postal Code ____________________________
Current School: ____________________________
Tuition Fee: Grade 9 - 12 □ $14,500 (2 Semesters)  □ $7,250 (1 Semesters)
Student Email: ____________________________
Student Phone Number: ____________________________ Home ____________________________ Mobile ____________________________

A Custodian Information:
If you are 17 years old or younger please get your custodian to complete section A.

Did you change custodian or custodian’s address? □ Yes  □ No
Custodian Name  Mr./Mrs.: ____________________________ Surname ____________________________ First Name ____________________________
Custodian Email: ____________________________
Custodian Phone Number: ____________________________ Home ____________________________ Mobile ____________________________
Custodian’s Signature: ____________________________ Signature ____________________________ (dd/mm/yyyy)

B Toronto Emergency Contact:
If you are 18 years of age or older, please fill out section B.

In case of an emergency, we require a Toronto Contact if we are unable to get in touch with you.
Toronto Contact Name: Mr./Mrs.: ____________________________ Surname ____________________________ First Name ____________________________
Contact Phone Number: ____________________________ Home ____________________________ Mobile ____________________________
Instructions:

1. Please use the below bank information if wire transfer is preferred

2. Once wire transfer has been completed by the local bank, complete the [wire transfer reference form](#) and send to studytoronto@tdsb.on.ca

<table>
<thead>
<tr>
<th>Beneficiary Bank:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank</strong></td>
</tr>
<tr>
<td><strong>Transit #</strong></td>
</tr>
<tr>
<td><strong>Branch #</strong></td>
</tr>
</tbody>
</table>
| **Address**      | 4841 Yonge Street  
                  | Toronto, ON, M2N 5X2 |
| **Swift Code**   | CIBCCATT        |

<table>
<thead>
<tr>
<th>Beneficiary:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name</strong></td>
</tr>
<tr>
<td><strong>Account #</strong></td>
</tr>
</tbody>
</table>
WIRE PAYMENT REFERENCE SHEET

To be completed and e-mailed or faxed to our office with the record of wire transfer.
E-mail: studytoronto@tdsb.on.ca Fax: 416-395-8476

Date of Transaction (dd/mm/yyyy)

Student Name (last name, first name)  Invoice TISP #

This will be assigned to all students

Student’s Date of Birth (dd/mm/yyyy)

Student’s TDSB School

Remitter’s Name (last name, first name)
Entry Visa Renewal

Renew with CIC
Inland applications:
www.cic.gc.ca/english/visit/extend-stay.asp
Must have Valid Study Permit and Valid Passport

Entry Visa Renewal
Studying in Canada

You will likely find some differences between the educational/value system in your own country and that in Canada. It is essential for you to understand the appropriate and accepted roles for students in the Canadian educational system. In Canada:

♦ Students are encouraged to ask questions for clarification, to challenge information, or to extend thinking. The philosophy of education in Canada includes the idea that students should be involved in an interactive learning process; that is, they should not sit passively and accept or memorize what the teacher says.

♦ Teacher-student relationships tend to be relatively informal compared to those in many Asian countries. For example, teachers may begin the class with a joke or with friendly conversation.

♦ Group work is an important part of school learning; it stresses cooperation, tolerance, and compromise. It is also evaluated as part of your mark.

♦ Discussion is often used as a means of teaching. Students are expected to be able to discuss in order to develop their ideas and opinions and to present them in class.

♦ Students learn not just information, but how to arrive at conclusions, to solve problems, and to analyze. As part of this process, students are often asked how they got an answer, rather than just what the answer is.

♦ Plagiarism (submitting the work of another person as your own, or copying the work or words of another person and presenting it as your own) is a serious offence. A student can receive a “0” or fail a course or assignment for plagiarizing someone else’s work.

Tips for Studying in Canada

♦ Don’t be afraid to ask questions if you don’t understand. Teachers expect to be questioned. Make sure you understand what the teacher wants you to do in an assignment. If you are quiet, the teacher will think that you understand. Teachers are usually available before or after school for questions and extra help.

♦ Be on time for class. If you are late you will be marked as late on the attendance sheet. If you cannot attend a class or be on time, notify the school in advance and explain the reason. If you miss a class, see the teacher the next day to find out what you missed.

♦ You will probably find the classes less structured in Canada. You will also have to organize your own time after school for study. Plan your time carefully, balancing school work, English practice, and relaxation.

♦ Hand in all assignments on the day they are due. If you are not able to finish your assignment on time, talk to your teacher before it is due. If you miss any assignment/quiz/test/exam, see the teacher and ask if there is any way to make it up.

♦ Almost everything you do that is assigned by the teacher counts in your final mark. That means that class tests, presentations, discussion assignments, working in groups are worth certain marks. Overall, class work is worth about 70% of your final mark while the formal examination itself is worth between 20% and 30%. A student who works hard all semester will likely pass the course, but a student who doesn’t work hard and misses many classes will likely fail.
People in School

All TDSB school staff are eager to help international students adjust to the new learning environment.

**Principal:** The principal is in charge of programs at the school and works closely with staff, students and parents.

**Vice-Principal:** The Vice-Principal assists the principal in running the school and looks after discipline.

**Teachers:** Students have different teachers for different subjects. You can call the teacher Mr. Ms. or Mrs. as appropriate and the person’s surname (e.g. Mr. Smith), rather than “teacher”.

**ESL Teachers:** They help students learn English and strategies for success in their other classes.

**There may be school specialists who work with teachers and help students learn. These people include:**

**Teacher-Librarians** who help students access resources on the Internet and learn about books, tapes, videos, and magazines.

**Guidance Counselors** who assist in planning students’ timetables and applying to university. They can tell you about other programs in the schools and in the community. In some of our schools, there are guidance counselors designated for international students and they will be the key contact sf at your school.

**Office Secretaries** who assist in registering students, do the school’s office work and answer phone calls.

**Teaching Assistants** who help teachers in the classroom.

**Resource Teachers** who help students who require additional assistance.

**Care Takers** who keep schools clean and make sure the building is operating safely and properly.

Living Expectations

All students are expected to live with a family or with their custodians, preferably with an English-speaking family who can help you with your English. You cannot live alone or with a friend in an apartment.

If you change families and your address, you must inform our office and your guidance counselor right away. If you insist on living alone, you may have to leave our program.

Although Canadian students 18 and over may legally live alone, this does not apply to international students, who, as a condition of acceptance to the TISP, agree to live with a family all of the time they are studying with TDSB. It should be noted that the majority of Canadian high school students live with their families until they have completed high school and university. Living with a family provides students with the necessary support and stability they will need to succeed in school and a foreign environment.
Other Important Contact Information:

Toronto Police Service: 911
Toronto Public Library: www.torontopubliclibrary.ca (416) 393-7131
Toronto Transit Commission (TTC): www.ttc.ca (416) 393-3030
Toronto Public Health: (416) 338-7600
Children’s Aid Society of Toronto: www.torontocas.ca (416) 924-4640
Toronto Youth Network: torontoyouthnetwork.com (647) 949-1746
Kids Help Phone: 1-888-668 6868 www.kidshelpphone.ca
Teen Legal Helpline: www.teenlegalhelpline.ca

International Students & Admissions Office
5050 Yonge Street, 1st Floor
Toronto, Ontario M2N 5N8 Canada
T: 416-395 8120 F: 416-395 8467
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www.StudyToronto.ca
www.tdsb.on.ca