

Admission Process for Non-Fee-Paying International Students

**International Students and Admissions Office (ISAO)
August 2024**



We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and the Inuit peoples



International Students and Admissions Office (ISAO)

- Handling all fee-paying International student applications
- Processing admission requests of Non-fee-paying international students
- Supporting schools and external clients on admission inquiries

How to Find Us

External Site: www.StudyToronto.ca

International Students Programs

▼ How To Apply

Fees

Refund Policy

School Placements

Grade Placement

Deferral

Homestay

Custodianship

Medical Insurance

Q-and-A

Arrival & Orientation

Summer School

▼ Current Students

Renewal

School Transfer Policy

Resources

Admissions Letter

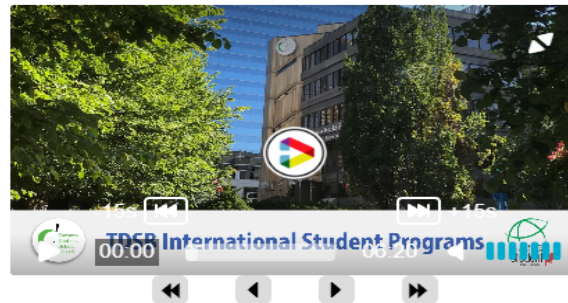
Contact-Us

Useful Links

International Students

► Why Study in Canada

► Why Study at TDSB



[TDSB System Calendar](#)

[Event Calendar for International Students](#)

Apply Online

Pre-Arrival
Learning Program

[TDSB国际学生课程中文网页](#)

[TISP Brochure](#)



Follow us on Twitter

International Students and Admissions Office

Toronto District School Board
5050 Yonge Street 1st floor
Toronto, Ontario, Canada, M2N 5N8



ONTARIO ASSOCIATION
OF SCHOOL DISTRICTS
INTERNATIONAL

International Students: Who Are They?

Previously called **Visa Students**. “International Students” in PowerSchool.

All **international students** are here in Canada with some kind of entry visa, whether they pay tuition fee or not.

Non-Fee-Paying International Students

ISAO follows the Ministry Guidelines and TDSB policies in handling all admission requests:

- **Operational Procedure PR518** *(recently updated in May 2024)*
- **Policy P061(2007)**
- **Ontario 2018: SB08**

Key Updates in PR518 – May 2024

Students falling under these categories can register at school with valid proof of address:

- Students born overseas to Canadian citizens or Permanent Residents
- Students with Parents on work permit or awaiting decision from IRCC for work permit application
- Students who have received the Acknowledgement of Claim and Notice to Return for Interview from IRCC

Key Updates in PR518 – May 2024

Under normal circumstances, 2 pieces of valid proof of address are required, one from each category (bill must be mailed to registration address)

Category A	Category B
Property Tax Bill / MPAC Notice of Assessment	Utility Bill / e-Bill (i.e. Hydro, Water, Residential Phone/Cable/Internet Bill, Enbridge, Insurance Policy – Home, Tenant or Auto
Current mortgage statement, Rental / Lease Agreement, or deed	Other official/government documents confirming residence requirements (i.e. CRA Notice of Assessment, Statement of Old Age, Security T4 (OAS) or Statement of Canada Pension Plan Benefits,
Agreement of Purchase and Sale	Original correspondence from a government agency, legal clinic, etc. may be accepted as a second proof of address document
Documents not acceptable in either Category A or B:	
Driver's License	Health Card (OHIP Card)
Credit Card Statement	Cell Phone Bill or Cell Phone e-Bill

Students holding the following documents can register at school directly:

- Canadian birth certificate
- Canadian passport
- Parent's Canadian passport or citizenship card
- Canadian permanent resident card
- Confirmation of permanent residence from IRCC
- Convention refugees/Refugee Claimant Protection Document
- Certificate of Indian Status
- Confirmation of refugee status from IRCC
- Acknowledgement of Claim and Notice to Return for Interview
- Parent's valid work permit, work permit approval letter, or recent work permit application confirmation letter from IRCC
- **Stage 1 Letter from IRCC** confirming permanent residence application

Students with following expired documentation MAY register at school directly if there is proof that their status in Canada has not changed:

- Landing paper stamped by IRCC
- Canadian PR card
- Canadian Passports
- Refugee Claimant Protection Documents from IRCC

The following Students of the following categories should be referred to ISAO:

- Students with a study permit
- Students whose parents are on a study permit
- Students whose parents are on a Canadian Forces Permit
- Students on a Travel Visa, Visitor's Visa or eTA to Canada whose admission may be subject to payment of fees to the TDSB
- Dependents of foreign diplomats
- Dependents of foreign religious clergies
- Students with no verification documents

Exceptional Cases

- CUAET – Students from Ukraine
- One-way settlement documents from IRCC: Refugees from Afghanistan & Syria

Students go to school to register directly.

Admission Letters

- An admission letter is issued if the student/family meets the Ministry requirements
- The Admission Letter will be emailed to the legal guardian and the School
- Students with valid admission letters should be entered in **PowerSchool** as “**Pupil of the Board**”
- The admissions Letter will indicate the **expiration date** and the status of the student in Canada
- The Admissions letter should be filed along with the student’s **Attestation Form** in the OSR (New Student Attestation Form is available on the [Planning Enrolment website](#).)

Sample Admission Letter



TDSB International Students and Admissions Office

5050 Yonge Street, 1st Floor, Toronto, Ontario, Canada M2N 5N8
Telephone: 416-395-8120 Fax: 416-395-8476
Email: StudyToronto@tdsb.on.ca Website: www.StudyToronto.ca

School Admission Letter (SA001)

(To be completed by the International Students and Admissions Office)

Date:	28-Mar-2023	School:	Dixon Grove Junior Middle School
NFP ID:	6673	Country of Citizenship:	
Name:	XXXX, XXXX	Date of Arrival In Canada:	28-Aug-2022
DOB:	30-Jul-2009	Parent/Guardian:	XXXX, XXXXA
Address:	XX Dixon Rd ETOBICOKE ON M9W1J1	Phone:	4380000000

Status In Canada: Other Status

Permission is given for the above named student to attend school in the Toronto District School Board.

Valid From: 31-Oct-2022 Valid To: 31-Jan-2023

Note To School:

Student needs to obtain a new admissions letter from ISAO before the 2023 February enrollment.

A handwritten signature in black ink, appearing to read 'Fred X. Liu'.

Fred X. Liu
Interim Senior Manager
International Students & Admissions Office
Toronto District School Board



An admission letter from the International Student Admissions Office MUST be presented, reviewed and filed in OSR for students on Study Permit and parent on a Study Permit. Ensure all data is entered under **International Student Tab in PowerSchool**

Entering Students in PowerSchool



INTERNATIONAL STUDENTS PROCESS



Menu Path: Start Page > Student Selection > Ontario Provincial Information

This process is to input information for new fee-paying or non-fee-paying international students. Please note screen captures have non-pertinent information removed to fit this page.

1. Search for and select students from the **Start Page** (if inactive put "I" in the search field).

2. Once student is retrieved, under Compliance click on **General Information**.



INTERNATIONAL STUDENTS PROCESS



For new **fee-paying** students (with an Official Letter of Acceptance), go to **Step 3**.
For new **non-fee-paying** students (with a School Admission Letter SA001), go to **Step 8**.

For New Fee Paying Students (with an Official Letter of Acceptance)

3. From the General Info tab, scroll down to the Registration section and click **Study Permit/Temp Resident** for Board Residence Status.
4. In the Citizenship/Immigration section, click **Study Permit/Visitor Record** for Residence Status.
5. Click **Other** as the DOB/Name Source Document.
6. Click **Submit** to save changes.
7. Continue with Step 13 below: Accessing the International Students Tab.

For New Non-Fee-Paying Students (with a School Admission Letter SA001)

8. From the General Info tab, scroll down to the Registration section and click **Pupil of the Board** for Board Residence Status.

Entering Students in PowerSchool



INTERNATIONAL STUDENTS PROCESS



9. In the Citizenship/Immigration section, select the valid Residence Status depending on the student's status in Canada, ie Parent's Study Permit.

Options to select:

Refugee Status (7)
Diplomat Status/Minister's Permit (13)
Parent's Study Permit (15)
Parent's Work Permit (16)
Other Status (98)

10. Enter the student's Country of Citizenship, Country of Birth, and Date of Entry to Canada.
11. Select the valid DOB/Name Source Document as provided by the parent/guardian and verified in the Proof of Age section on the Attestation Form.
12. Click **Submit** to save changes.

13. Continue below: Accessing the International Students Tab.

Entering Students in PowerSchool



INTERNATIONAL STUDENTS PROCESS



INTERNATIONAL STUDENTS PROCESS



Accessing the International Students Tab

1. Search for and select students from the **Start Page** (if inactive put "I" in the search field).

2. Once student is retrieved, under Student Profile click on **International Student**.

The International students tab displays:

3. **TISP ID** - The number is used by the International Students and Admissions Office to uniquely identify a **fee-paying** (8 digits) or **non-fee-paying** (i.e. NFP ID, 4 digits) international student. Please enter "T" followed by the 4 or 8 digit ID. For international students with parents on work permit, no need to enter a TISP ID.
4. **International Student Payment Status.**
5. **International Student Document Type.**

6. **Expiration Date** (As shown on the **Official Letter of Acceptance** or **School Admission Letter**, or **Parent's Work Permit**, etc.).

If changes are made to the page, click **Submit** to save.

End of Process

Example 1: Students with Parent on Work Permit

Documentation required for registration:

1. Copy of Student's birth certificate/Legal guardianship
2. Parent's valid work permit from IRCC, Work Permit Approval Letter from IRCC, **work permit application confirmation letter from IRCC**
3. 2 pieces of proof of address in Toronto with name of parent/legal guardian on it.

Please note:

1. The parent holding the work permit must be living physically here in Toronto with the student.
2. Students go to school to register directly.
3. Please flag the expiration date of the parent's work permit.
4. **Fee-exempt status only covers students under the age of 18**

Sample Work Permit & Approval Letter

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

UKRAINE

Application/Demande: [REDACTED]
UCI/IUC: [REDACTED]

WORK PERMIT/PERMIS DE TRAVAIL

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]
Given Name(s)/Prénom(s): [REDACTED]
Date of Birth/Date de naissance: [REDACTED] (yyyy/mm/dd - aaaa/mm/jj)
Sex/Sexe: FEMALE
Country of Birth/Pays de naissance: UKRAINE
Country of Citizenship/Citoyen de: UKRAINE
Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2022/04/28 (yyyy/mm/dd - aaaa/mm/jj)
Expiry Date/Date d'expiration: 2025/04/27 (yyyy/mm/dd - aaaa/mm/jj)
Case Type/Genre de cas: 20
LMIA or Exempt No./N° de l'EIMT ou Dispense: [REDACTED]
Employer/Employeur: OPEN
Employment Location/Emplacement de l'emploi: UNKNOWN
Occupation/Profession: OPEN
In Force From/En vigueur le: 2022/04/28 (yyyy/mm/dd - aaaa/mm/jj)

Conditions:

1. NOT AUTHORIZED TO WORK IN CHILDCARE, PRIMARY/SECONDARY SCHOOL TEACHING, HEALTH SERVICE FIELD OCCUPATIONS.
2. NOT VALID FOR EMPLOYMENT IN BUSINESSES RELATED TO THE SEX TRADE SUCH AS STRIP CLUBS, MASSAGE PARLOURS OR ESCORT SERVICES.
3. MUST REPORT FOR A MEDICAL DIAGNOSTIC TEST TO IDENTIFY CONDITIONS OF PUBLIC HEALTH CONCERN WITHIN 90 DAYS.

Remarks/Observations:
CUAET
[REDACTED]

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ CANADA - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM 1442B (1-2019)

Canada

Government of Canada / Gouvernement du Canada

Date: July 14, 2022

UCI: 11-11 - 358

Application no.: W306



3607-5162 Yonge
Toronto ON M2N 0E9
Canada

Dear Ji Young Kang,

Your application to stay in Canada as a temporary resident has been approved. Your permit has been mailed to you at the address you gave us when you applied.

If you have not received your document within six weeks from the date of this letter, contact us by completing this [Web form](#).

Please note that **this letter is a notification only**. It is not valid for travel and is not a permit allowing you to stay in Canada.

Document to travel to Canada or re-enter

A study or work permit is not a travel document. To allow you to travel to or re-enter Canada by air only, we have issued you an Electronic Travel Authorization (eTA) when we issued your permit extension. Your eTA is **linked to the passport that you used to apply** for your permit renewal. You must travel with this same passport. If you get a new passport, you will need to get a new eTA.

To learn more about eTA, visit [Canada.ca/eTA](#).

Summary of documents issued

Document type	Validity	Document number
Permit - WP-EXT / Permis - PT-PROR	2025/07/13	U513769912
eTA	2027/07/13	J521808830

Sincerely,

Immigration, Refugees and Citizenship Canada

This is an automatically generated letter and does not require a signature.

Canada

IMM 5859 (10-2017) E GCMS

Sample Work Permit Application Confirmation



Date: September 23, 2022

Application no.: W000000000

Please quote this reference number when referring to this application.

Dear XXXXXXX XXXX,

This confirms that your application has been received by Immigration, Refugees and Citizenship Canada (IRCC) on 2022/09/23 (yyyy/mm/dd).

When will IRCC contact me?

You are expected to provide a COPY of your passport with your electronic application. If IRCC needs your physical passport, IRCC will request that you submit it to our office. IRCC will also contact you if we require additional information, documents or an interview. For general guidance on your application visit [My immigration and citizenship application](#) or consult the "What Happens Next" section of the instruction guide associated with the application form you used.

Please do not send to IRCC any documentation related to this online application by mail, courier or fax. Any mail received, other than what is received in your account, will NOT be considered.

How long will it take to process my application?

Processing times vary. Please refer to the following page for processing times related to your application: <http://www.cic.gc.ca/english/information/times/index.asp>.

CAUTION: Do not submit multiple applications for the same service in an effort to speed up your application. Doing this may result in both applications being processed and delay the finalization of your application. IRCC does not refund processed applications.

Unless your application has exceeded normal processing times, please limit your correspondence to notifying us of changes in your application.

For additional information, consult the IRCC website at www.cic.gc.ca.

Citizenship and Immigration Canada

Sample Coop Work Permit & Approval Letter

Application # starts with "S"

Application/Demande S397

UCI/IUC: S397

WORK PERMIT/PERMIS DE TRAVAIL

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille: [REDACTED]
Given Name(s)/Prénom(s): [REDACTED]
Date of Birth/Date de naissance: [REDACTED] (yyyy/mm/dd - aaaa/mm/aa)
Sex/Sexe: [REDACTED]
Country of Birth/Pays de naissance: [REDACTED]
Country of Citizenship/Citoyen de: [REDACTED]
Travel Doc No./N° du document de voyage: [REDACTED] PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2024/08/01 (yyyy/mm/dd - aaaa/mm/aa)
Expiry Date/Date d'expiration: 2026/11/14 (yyyy/mm/dd - aaaa/mm/aa)
Case Type/Genre de cas: 59
LMA or Exempt No./N° de l'EMT ou Dispense: [REDACTED]
Employer/Employeur: SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY
Employment Location/Emplacement de l'emploi: UNKNOWN
Occupation/Profession: OPEN
In Force From/En vigueur le: 2024/08/01 (yyyy/mm/dd - aaaa/mm/aa)

Date: July 12, 2024

UCI: [REDACTED]

Application no. S397

[REDACTED]

[REDACTED]

[REDACTED]

**Work Permit Approval:
Application #
starts with "S"**

Dear [REDACTED],

Your application to remain in Canada as a temporary resident has been approved. A secure document has been mailed to you at the address that you provided when you made your application. If you have not received your secure document within six weeks, [contact IRCC](#).

Please note that as per the Immigration and Refugee Protection Regulations (IRPR), a valid medical examination is required if you are seeking to work in certain occupations in which the protection of public health is essential. Please review the following page to find out more about such occupations: [Medical exams for visitors, students and workers](#)

If you do not have valid medical results you may have received condition 15 or 16 printed on your permit stating "Not authorized to work in 1) child care, 2) primary or secondary school teaching, 3) health services field occupations (**condition 15**), 4) agricultural occupations (**condition 16**)". If you wish to remove these conditions on your Permit, you will need to complete a medical examination and then, you must submit a new application. You also need a valid medical exam if you are coming to Canada for more than 6 months and you lived in one or more of these [countries or territories](#) for at least 6 months in a row within the last year.

Type	Validity	Document Number
Permit - WP-EXT / Permis - PT-PI	2025/07/31	[REDACTED]

This letter is not valid for travel and is not a permit allowing you to remain in Canada.

Example 2: Students Born to Canadian Citizen Overseas

Documentation required for registration:

- Copy of Student's birth certificate
- Proof of parent's Canadian citizenship
- 2 pieces of proof of address in Toronto

Please note:

- Students go to school to register directly. No admissions letter is required from ISAO.
- Please note the legal guardian/parent needs to be living with the child here in Toronto.

Example 3: Students Staying in Canada Unlawfully

Documentation is required for registration:

- Copy of passport
- Proof visa has expired or been canceled by IRCC
- Date of entry (page of passport stamped by Canada Border Services; or boarding pass
- Proof of address in Toronto

If the above verification documents are not available, please ask for:

- Affidavit from a lawyer or notary public confirming the status of the family

Families should be referred to ISAO if the school is unable to verify the above.

Example 4: Student with Refugee Claimant Protection Document from IRCC

Documentation Required for Registration:

- Refugee Claimant Protection Document (Brown Paper) from IRCC or Decision from the Refugee Board (Court)
- Copy of Birth Certificate
- 2 pieces of Proof of address in Toronto

Students should go to school to register directly. No admission letter is required from ISAO.

Sample Brown Paper & Court Decision

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

REFUGEE PROTECTION CLAIMANT DOCUMENT
THIS IS TO CERTIFY THAT THE PERSON HEREIN IS A REFUGEE PROTECTION CLAIMANT
WITHIN THE MEANING OF THE IMMIGRATION AND REFUGEE PROTECTION ACT

SAMPLE

CLIENT OR ORIGIN
Name:
Given Name(s):
Date of Birth: (yyyy/mm/dd)
Sex:
Country of Birth:
Country of Citizenship:
Date Issued: (yyyy/mm/dd)
Expiry Date: (yyyy/mm/dd)

ADDITIONAL INFORMATION

Pursuant to Subsection 100(1) of the *Immigration and Refugee Protection Act*, this refugee protection claim has been determined to be eligible for a decision by the Refugee Protection Division. Consequently, pursuant to subsection 100(3), the refugee protection claim is referred to the Refugee Protection Division of the Immigration Refugee Board.

As of 2022/03/26 the above-named individual is eligible for coverage of health-care costs under the Interim Federal Health Program (IFHP). This coverage can be cancelled without notice if the individual's immigration status changes. Therefore, health-care providers must verify the eligibility of the individual with the IFHP administrator before providing services.

I, the undersigned:
- declare that I require coverage under the IFHP. I will notify IRCC immediately of any changes to my immigration status, or if I become eligible for or receive other health insurance;
- understand that my medical and personal information will be shared with IRCC, IFHP claims administration and other appropriate third-parties for the administration of the IFHP and that my personal information may be shared with other government institutions and other third-parties in accordance with the *Privacy Act* and the *Department of Citizenship and Immigration Act*.

School age children do not need student authorization to attend primary or secondary schools.

Name, relationship and signature of accompanying adult (if applicable):
Signature of person concerned: Money in possession:

IRCC Enquête

NOT VALID FOR TRAVEL

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ CANADA - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

NUM 1442B (1-2019)

Canada



Commission de l'immigration
et du statut de réfugié du Canada
Section de la protection
des réfugiés

RPD File: [redacted]

NOTICE OF DECISION

[*Immigration and Refugee Protection Act*, subsection 107(1)]
[*Refugee Protection Division Rules*, rule 67]

M. Hayes
Member

In the claims for refugee protection of:

Date of birth:

UCI:

The claims were heard on March 4, 2021.

The Refugee Protection Division determines that the claimants are Convention refugees and therefore accepts the claims.

The reasons for the decision are attached.

March 26, 2021

YLM, Case Management Officer
For the Registrar
Tel: 1-866-790-0581

Certified True Copy
Copie Conforme

[Signature]

Case Officer
Agent préposé au cas

RPD.29.04 (July 31, 2018)
Disponible en français

Canada

Example 5: Students with Parent on a Study Permit

Documentation Required for Registration:

- Copy of student's passport or birth certificate
- An admission letter from ISAO
- 2 pieces of Proof of Address in Toronto with name of parent on it

Please note:

- An admissions letter is required **BEFORE** registration at school.
- The admission letter is valid for one semester only under normal circumstances. New admission letter is required before enrollment for the new semester.
- Parent holding the study permit must be physically here in Toronto and residing with the student.
- Fee-exempt status only covers students under the age of 18.

Sample Study Permit & Coop Work Permit

Application/Demande: S307

UCI/IUC:

STUDY PERMIT/PERMIS D'ÉTUDES

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:
 Given Name(s)/Prénom(s):
 Date of Birth/Date de naissance: (yyyy/mm/dd - aaaa/mm/jj)
 Sex/Sexe:
 Country of Birth/Pays de naissance:
 Country of Citizenship/Citoyen de:
 Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2024/08/01 (yyyy/mm/dd - aaaa/mm/jj)
 Expiry Date/Date d'expiration: 2026/11/14 (yyyy/mm/dd - aaaa/mm/jj)
 Case Type/Genre de cas: 31
 Institution Name/Nom de l'institution: DESIGNATED LEARNING INST-ON
 Field of Study/Domaine d'études: OTHER
 In Force From/En vigueur le: 2024/08/01 (yyyy/mm/dd - aaaa/mm/jj)

Conditions:

Application # starts with "S"

Application/Demande: S307

UCI/IUC:

WORK PERMIT/PERMIS DE TRAVAIL

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:
 Given Name(s)/Prénom(s):
 Date of Birth/Date de naissance: (yyyy/mm/dd - aaaa/mm/jj)
 Sex/Sexe:
 Country of Birth/Pays de naissance:
 Country of Citizenship/Citoyen de:
 Travel Doc No./N° du document de voyage: PASSPORT

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: 2024/08/01 (yyyy/mm/dd - aaaa/mm/jj)
 Expiry Date/Date d'expiration: 2026/11/14 (yyyy/mm/dd - aaaa/mm/jj)
 Case Type/Genre de cas: 59
 LMA or Exempt No./N° de l'EMT ou Dispense:
 Employer/Employeur: SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY
 Employment Location/Emplacement de l'emploi: UNKNOWN
 Occupation/Profession: OPEN
 In Force From/En vigueur le: 2024/08/01 (yyyy/mm/dd - aaaa/mm/jj)

Example 6: Students in the Process of Applying for Refugee Protection

Documentation Required for Registration

- **Acknowledge of Claim and Notice to Return for Interview** from IRCC
- Copy of passport or birth certificate
- 2 pieces of Proof of address in Toronto with parent's name on it

Students go to local schools to register directly. No admission letter from ISAO is required.

Sample Acknowledgement of Claim

 Government of Canada / Gouvernement du Canada

UCI: 11-226

Application Number: 11-226

ACKNOWLEDGEMENT OF CLAIM AND NOTICE TO RETURN FOR INTERVIEW

Family Name: CHEN

Given Name: JIN

Date of Birth: 2011/04/01 YYYY/MM/DD

This notice acknowledges that the Government of Canada received your refugee claim on 2022/11/30 YYYY/MM/DD.

You are now eligible for health care coverage under the Interim Federal Health Program (IFHP). You are required to undergo an Immigration Medical Examination as part of your refugee claim. The IFHP will cover the cost of this examination. Please present this notice and your IMM 1017 form to the panel physician at your appointment.

You are required to return for an interview with respect to your refugee claim. The details are as follows:

Date:

Time:

Address:

You must bring the following with you:

- This original appointment letter
- 4 original passport-sized photographs

If you are under 18 years of age, you must be accompanied by a parent or legal guardian if he or she resides in Canada.

IMPORTANT:

If you do not appear for your interview, your IFHP coverage may be terminated. In addition, your refugee claim may subsequently be determined to have been abandoned in which case you will be subject to removal from Canada.

Note – If you pay for any medical services or products, you will not be reimbursed.

Health care providers in Canada **MUST** verify the eligibility of the individual with the IFHP claims administrator, Medavie Blue Cross, before providing services. Medavie Blue Cross may be contacted by telephone at 1-888-614-1880, by facsimile at 506-867-4651 or through their website at <https://www.medaviebc.ca/en/health-professionals>.

Canada

IMM 5985 (10-2019) E GCMS

Example 7: Undocumented Students

If the family has:

- No information on date of entry to Canada
- No valid ID documents
- Parent with no study permit, work permit or refugee paper

Please advise the families to contact ISAO by phone or email.

Example 8: Students Holding Valid Study Permit

- A student holding a valid study permit does not mean he/she can register directly at school without paying tuition fee
- Normally all fee-paying international students need to have a valid study permit to attend school in Canada (for 6 months or longer)
- **An admission letter or Official Letter of Acceptance is required before registration at school**
- Please refer them to our office

Fee-Paying International Students

- ❖ All applications are processed by ISAO
- ❖ Currently TDSB has students from 60+ countries
- ❖ About 2300 international students before COVID-19
- ❖ Approximately 1600 international students for 2023-24
- ❖ More information can be found on our website:

www.StudyToronto.ca

Documentation Required for registering Fee-paying International Students

ISAO will email the following documents to school after the student completes reporting process:

- Official Letter of Acceptance
- Copy of Immunization Record
- Emergency Medical Insurance Package
- Proof of address (Elementary Only)
- Most recent transcripts (Secondary Only)

Sample Official Letter of Acceptance – Fee-paying International Students



OFFICIAL LETTER OF ACCEPTANCE NEW STUDENT

26 September 2021

TISP ID: 20210819
NAME: PHAM, Thi Hoi Linh
DATE OF BIRTH: 20 November 2004
COUNTRY: Vietnam
SCHOOL: Emery Collegiate Institute
LEVEL OF STUDY: Secondary
GRADE: 12
TUITION FEE PAID: \$16,000.00 CAD
SCHOOL YEAR & TERM: 2021 / 2022
01 September 2021 - 30 June 2022

This is to certify that the above student has been accepted as a full-time student at the above school, subject to obtaining a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC). The student's grade placement is based on age appropriate placement in the Ontario system and / or education completed in home country accompanied by documentation. In the Ontario system, it is common for a student who is designated to a particular grade to take subjects at a different grade level as long as he/she meets the subject prerequisites.

Sincerely,

Fred X. Liu
Interim Senior Manager
International Students & Admissions Office



OFFICIAL TUITION FEE RECEIPT NEW STUDENT

TISP ID: 20210819

DATE: 26 September 2021
TO: Accounts Receivable
FROM: TDSB International Students and Admissions Office
RE: Non-resident Fee Paying Student

The attached payment in the amount of \$16,000.00 CAD will cover the tuition fee for:

01 September 2021 - 30 June 2022

regarding the attendance of PHAM, Thi Hoi Linh in grade 12 at Emery Collegiate Institute.

Payment Method: CIBC International Student Pay Portal Ledger Date: 10 June 2021

PHAM,
20 November 2004
Vietnam

Emery Collegiate Institute
01 September 2021 - 30 June 2022

Sample Student Profile Form (Page 1 of 4)

International Student Profile Form			
Office Use Only:		School Use Only:	
TISP#:	Registration Date:		
Assigned School :	Admit Date:		
Student information:			
Legal Last Name:	Legal First Name:	Preferred First Name:	
Date of Birth 	Gender ☐ Male ☐ Female ☐ Not Disclosed	Siblings: does this student have any brother(s) or sister(s) in this school? ☐ Yes ☐ No	
Student Address (In Toronto)			
Street Address:	Student's Cell Phone No.		
Custodian's Cell Phone No:	Student's E-Mail (Personal)		
(Or Parent if living with student)			
Student Language, Citizenship and Immigration Information			
Student's Country of Birth:			
Arrival Date in Canada:	Documents Checked by ISAO (attested) DO not enter in Power School		
Arrival Date in Ontario:	Passport ☐ Yes ☐ No	Expiry:	
	Study Permit ☐ Yes ☐ No	Expiry:	
First Language of Student:	Language Spoken at Home in Toronto:		

Fee-Paying International Students Transitioning from Grade 8 to Grade 9

- School placement is based on the current residential address of custodian or legal guardian
- These students move on to Grade 9 schools in the neighborhood following same process as local students
- Students have the same access to Central Student Interest Programs (CSIP) as local students
- Students will need to renew the tuition fee payment with the ISAO and apply for new study permit each year

Resources

Operational Procedure PR518 (updated May 2024)

Policy P061(2007)

Ontario 2018: SB08

Admissions Letter

<https://www.tdsb.on.ca/About-Us/International-Programs/International-Students/Admissions-Letter>

Questions and Answers

Contacting US

Admissions@tdsb.on.ca

416-395 8120

Thank You!

