



## ADMISSION PROCEDURE & CHECKLIST INTERNATIONAL STUDENT PROGRAM

A prospective international student applying at Surrey Christian School must submit the following documents before being considered admission:

1. A complete *Application for Admissions Form*
2. Official transcripts for the previous two years of study. They must be translated into English, notarized, and submitted along with the original transcripts. Students applying for grade 8-12 must include all transcripts from grade 7 through current year.
3. *Commitment Form and Tuition Information*
4. Copy of *Custodian Declaration Form* indicating who will be the student's legal guardian while attending school (if available).
5. *Student Learning Profile*
6. Copy of the page from student's passport with their photo
7. Copy of the most recent study permit (if available)
8. A \$400 non-refundable application fee

Upon receipt of a full application package, if space allows, the school will contact the applicant and arrange a date/time for an in-person interview with the applicant and his/her parent(s). Interviews will be arranged only with those applicants who meet the requirements of the International Student Program. Only in special circumstances (determined by the principal) students may be granted a telephone or live video interview.

The applicant will be notified within 5-7 days after the interview whether he/she has been accepted.

Upon acceptance the following is required:

1. The fees are due within two weeks of acceptance. Once received by the school, an official letter of acceptance will be issued.
2. *Emergency Release Form*
3. *Consent Form for Low Risk Day Trips*
4. Immunization Records
5. *Computer/Internet Usage Form* (grade 7-12 only)
6. International Student Rules Form (grade 8-12 only)
7. Course Selection Sheet (grade 8-12 only)

The school reserves the right to determine the family with whom the student will stay, unless he/she lives with his/her parent(s) or blood-relative(s). No student will be permitted to live on his/her own. The school will interview all the host families of the international students to ensure the environment in which the student lives is consistent with the vision and the mission statement of the school. The school reserves the right to deny acceptance to school or dismiss the student from the school if the student and/or the family refuse to comply with the home stay policy.

An international student who does not live with his/her parent(s) is required to have a legal custodian who is a Canadian citizen or a permanent resident who is at least 30 years of age. The custodian must complete the "Custodian Declaration" form (<http://www.cic.gc.ca/EnGLISH/pdf/pub/custodian-parent.pdf>) and submit it to the school.