



## International Student Enrolment Procedures and Checklist

\*Please note that documents with blue bar are to be returned to the school;  
documents with green bar are for your information

1. Submit the following to apply for student placement at Calgary Christian School:

- Student Registration Form for each student (including Medical Condition Alert Form if applicable)
- Pastoral Reference Form
- Copy of each student's Birth Certificate
- Report cards for each student (2 years of transcripts with official translation)
- Letter of reference from teacher or principal for each student
- Transportation Request Form if bussing is required
- Notarized Guardian/Custodian Form if student under 18 years old and **NOT** living with a parent while attending CCS
- \$400.00 non-refundable application fee for each student

**Please return all documents and payments to the International Student Coordinator at the Secondary Campus of Calgary Christian School, 5029 26 Avenue SW, Calgary, AB T3E 0R5.**

**\* To participate in the CCS Homestay Program, please complete and submit the HomeStay Application Form or request from the International Student Coordinator.**

2. Students will complete oral and written ESL exams after the application has been processed.
3. An personal or phone interview will be arranged. Personal interviews are preferred.
4. Students will be notified of conditional acceptance. Living Arrangement Form to be completed and returned to International Student Coordinator.
5. Formal letter of acceptance will be granted when 50% of International Program Fees are received.
6. Arrange for Student Visa.

**Balance of International Program Fees and proof of Student Visa are due no later than the first day of classes for each student.**

Please note that all registrations are provisional for the duration of the course of study. International Students may be expelled from the school, and a letter sent to Canada Citizenship and Immigration for:

- Poor attendance
- Non-compliance with school policies and the Partnership Agreement
- Unsatisfactory academic performance
- Engaging in illegal activities