

# International Student Application Process

## Application Instructions

An application fee of \$350 CAD is required and is nonrefundable. Please have a major credit card ready for the final page of the online application system.

### Step 1

Review the following documents

- [Required Documents](#)
- [Family Portal Guide](#)
- [Medical Coverage](#)
- [Fee Schedule 2020/2021](#)
- [Fee Schedule 2021/2022](#)
- [Short Term Program Fees](#)
- [KLSD8 Refund Policy](#)

### Step 2

Create a family portal account in TrueNorth.

Instructions for this are found in the [Family Portal Guide](#). Multiple applications can be created with one account.

Faimly Portal Link: <https://mytruenorth.ca/appindex.php?db=kootenaylake>

### Step 3

Complete the online application. Make sure that you have all the [required documents](#) prior to starting an application.

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The application fee of \$350 is paid by wire transfer (recommended) or credit card using the secure payment link provided at the end of the online application.

## Step 4

The application is reviewed to ensure all required information and documents are correct.

After you are admitted into the International Program a draft copy of the following documents is emailed to you to review for accuracy:

- Letter of Acceptance (LOA) ([see sample](#))
- Custodianship Declaration ([see sample](#))

## Step 4

An invoice will be emailed to you once the LOA and Custodianship Agreement are deemed accurate.

## Step 5

After payment is received in full you will receive a scanned copy of:

- An official LOA indicating acceptance into the International Program, proof of payment for tuition and homestay fees.
- A signed and notarized colour copy of page 1 of Custodianship Agreement
- Highschool Students will also receive a Course Selection package to be returned by email to [Kootenay.International@sd8.bc.ca](mailto:Kootenay.International@sd8.bc.ca)

The original LOA and the Custodianship Declaration will be mailed only upon request

## Step 5

Once the student is accepted into Kootenay Lake's International Program the student must apply to the IRCC (Immigration, Refugee and Citizenship Canada) for a [Study Permit](#).

For more information about the application

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You must apply for a study permit from outside of Canada and it must be approved before you come to Canada. Detailed information about the process can be found at <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

Processing times vary from country to country. See the following for approximate processing times for study permits: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

### Step 6

When we know the travel dates, we will arrange for [medical coverage](#), pick-up at the Airport and send you the following documents:

1. Study Permit (which includes the eTa)
2. Custodianship Declaration Custodian Canada (printout from pdf)
3. Copy of Custodianship Declaration Parents
4. Letter of Consent for Travel of Minor Child
5. Unaccompanied minor assistance & handling waiver form
6. Non-discretionary /non optional education travel letter (attached and NEEDs editing)
7. Quarantine Self Isolation Plan
8. Signed copy of the last page of the Fit to Fly document to confirm understanding of IRCC quarantine requirements and agreement (please send us a copy for our files in case IRCC calls us).
9. Receipt SD8 Homestay Quarantine fee (\$500)
10. Receipt SD Homestay, Tuition fee, health Insurance fee (about \$25.000)
11. Travel and Arrival Protocol signed with witness from Parents and Student and Witness
12. SD8 School acceptance letter and confirmation -LOA