

# Checklist of Required Documentation

(Any missing documents may delay the registration process)

## THE FOLLOWING DOCUMENTATION IS REQUIRED BEFORE A CHILD STARTS SCHOOL

REGISTRATIONS WITH AN INTERNATIONAL STUDENT STUDY VISA	REGISTRATIONS WITH PERMANENT RESIDENCE, PARENT WORK VISA, PARENT STUDY VISA
<input type="checkbox"/> Signed <b>pre-registration form</b> with a \$250 non-refundable fee must be submitted to receive a Letter of Acceptance <b>See payment information below.</b>	<input type="checkbox"/> Signed <b>pre-registration form</b> (submitted when you have a permanent address).
Appointment to be made when family/student arrive in the Greater Saint John area for completion of registration. The following will be required, <b>at that time</b> . Unless requested, please do not forward this information via email.	Appointment to be made when family/student arrive in the Greater Saint John area for completion of registration. The following will be required, <b>at that time</b> . Unless requested, please do not forward this information via email.
<input type="checkbox"/> Student passport (proof of age)	<input type="checkbox"/> Student passport (proof of age)
<input type="checkbox"/> Student birth certificate	<input type="checkbox"/> Student birth certificate
<input type="checkbox"/> Proof of immunization records in English	<input type="checkbox"/> Proof of immunization records in English
<input type="checkbox"/> Student transcript (report card) in English	<input type="checkbox"/> Student transcript (report card) in English
<input type="checkbox"/> Study Permit issued by Immigration	<input type="checkbox"/> Landing Papers (Parents & Student) issued by Immigration
<input type="checkbox"/> Notarized Custodian <b>agreement</b> (if applicable)	<input type="checkbox"/> Notarized Custodian <b>agreement</b> (if applicable)
<input type="checkbox"/> Proof of Medical Insurance	<input type="checkbox"/> Parent Letter of Attendance at University or College (if applicable). If parent is on a Study Permit, a letter of attendance will be required from the University or College once the parent begins classes.
<input type="checkbox"/> Tuition fee in Canadian Dollars <ul style="list-style-type: none"> <li>• <b>Payment of \$15,636.00 for September 2021 to June 2022 may be made in two installments of \$7818.00 in August 2021 and January 2022.</b></li> </ul>	
<p><b>PLEASE NOTE</b></p> <p>If you require a Letter of Acceptance you must submit the registration form (<i>complete as much as possible</i>) and a non-refundable fee of \$250 (Canadian Dollars). An invoice will be issued to you for the \$250 upon receipt of registration form.</p>	<p><b>PLEASE NOTE</b></p> <p>If you require a Letter of Acceptance for your country, you must submit the registration form (<i>complete as much as possible</i>) and a non-refundable fee of \$250 (Canadian Dollars). An invoice for the \$250 will be issued to you upon receipt of registration form.</p>

### PLEASE MAKE AN APPOINTMENT WITH

[Lynn.MacDonald@nbed.nb.ca](mailto:Lynn.MacDonald@nbed.nb.ca)

### TO FINALIZE REGISTRATION

### WHEN YOU ARRIVE IN NEW BRUNSWICK!

You may email pre-registration form to:  
[Lynn.MacDonald@nbed.nb.ca](mailto:Lynn.MacDonald@nbed.nb.ca)

**OR**

postal mail the pre-registration form and registration fee (if applicable) to:

**Lynn MacDonald**

Newcomer & International Student Coordinator  
 Anglophone South School District  
 490 Woodward Avenue  
 Saint John, NB, Canada, E2K 5N3

### PAYMENT INFORMATION

Make cheque or bank draft payable to:  
**MINISTER OF FINANCE**

**MAIL OR DELIVER CHEQUE TO:**

**Lynn MacDonald**

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 Anglophone South School District  
 490 Woodward Avenue  
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**PLEASE NOTE: We DO NOT accept credit cards or electronic transfers**