**I am applying for a Study Permit for my child and I need a Letter of Acceptance. What do I need to do to receive a Letter of Acceptance?**

In order to receive a Letter of Acceptance, it is necessary to complete the following steps:

1. Complete the [online application form](https://asdwinternational.nbed.nb.ca/form.asp).

2. Send the following documentation to the attention of Joanne Williams <(joanne.williams@nbed.nb.ca)>

Student Passport

* School records or report cards
* Immunization records
* Custodial Declaration, if necessary

3. An initial Letter of Acceptance and Invoice will be shared with the family. Once the tuition fees and the non-refundable application fee are received, a Letter of Acceptance will be sent to the family.

4. Fees can be send via wire transfer (see the information below) or by bank draft or personal cheque (Canadian banks only are accepted) payable to the Minister of Finance.

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| **Payment Procedure**  1. Terms: 30 days. Please remit payment by (Fill from the database)  2. Make cheque payable to **“The Minister of Finance”**  **3.** Please indicate the Invoice number on the cheque.  4. Please provide one cheque for each Invoice received. |
| **Wire Transfer Information**  Official Name of Bank Account: PNB DIST 18 EDUCATION COUNCIL  Account Number: 40964-002-00089-15  Scotiabank 1111 Regent Street Fredericton, NB E3B 3Z2  The SWIFT number is NOSCCATT  Please indicate the Invoice number on the wire transfer and in the email to ASD-W indicating payment. |

5. Students are now able to apply for a study permit.