

Checklist of original documents required at registration appointment

**Any missing documents may delay the registration process*

o 1. Student's Original Birth Certificate - Shows parent names with certified translation to English (if needed)

o 2. Proof of legal status in Canada (for student and parents) - Please bring the original

For new immigrant /worker / student / refugee / diplomat provide:

o Permanent Residence Card(s) and passport(s) or

o Landing Paper and passport(s) or

o Work Permit and passport(s)–with parent(s)' employment letter or

o Study Permit and passport(s)–with parent(s)' program admission letter and payment receipt
or

o Refugee Claimant Paper or

o Diplomatic Card and passport(s)

For Canadian(s) provide two of three: passport / citizenship card / birth certificate

o 3. Proof of address and local phone number

• Purchase agreement if you have just bought a new home

OR

• Formal rental or lease agreement / recent power, cable or telephone bill

o 4. Proof of immunization (records since birth with certified translation to English if needed)

o 5. Proof of Medicare or medical insurance (for the duration of studies)

o 6. Previous School Record (with certified translation in English if needed)

• K to 8 – Report cards for the most recent academic year

• High School – All report cards/transcripts from grade 9

o 7. Any other relevant documentation like a court order involving guardianship, divorce, separation,
Parental Consent to Travel (form can be found at: <https://travel.gc.ca/travelling/children/consent-letter>)

*PLEASE NOTE: Once you have completed the student registration, IWC staff will process the file for your catchment school. Please be advised that for a student with Special Needs, the registration may take longer to process with pertinent documentation to implement appropriate supports.