



Medicine Hat Catholic Board of Education

International Student Application

CHECKLIST

WE ARE PLEASED TO WELCOME INTERNATIONAL STUDENTS FROM COUNTRIES AROUND WORLD.

To apply to study in one of our schools, please follow the steps outlined on the checklist.

APPLICATION CHECK LIST - Use this checklist to ensure that your application is complete. Application must include all items listed.

Note: Do not send original documents. Send attested copies only. Attested copy of transcripts and original photos can be sent following completion of current school year.

STEP 1 Complete the application form(s):

- Complete the International Student Application Form, print it out, and sign where indicated.

STEP 2 Prepare the following documents:

- School/Academic records from the past two years translated into English (copies must have school stamp)
- Letter of recommendation from the current teacher or principal translated into English
- Copy of passport (picture page)
- Copy of birth certificate
- Custodianship documents (unless applying for homestay or parent living in Medicine Hat with child)
- Optional: Provide documentation of international English testing

STEP 3 Payment: See School Fee Outline for Amount & Payment Method:

- Application Fee must accompany a complete application. Fees payable by **Bank Transfer/Wire**: Arrange for your bank to wire the funds to our bank. If this is the preferred method, please email international@mhcbce.ab.ca or phone 403.527.2292 or toll free 1.866.864.0013 and a form with the appropriate banking instructions will be provided. Please ensure funds transferred are in Canadian currency.

STEP 4 Student Homestay Application (If applicable):

- You indicated whether or not you are interested in our Homestay Program and, if so, that you have completed the Homestay application form.

STEP 5 Email application form(s) with supporting documents to:

- international@mhcbce.ab.ca Submit application as PDF document(s).

STEP 6 Mail attested copies of your transcripts to:

- Medicine Hat Catholic Board of Education, 1251 1st Avenue S.W., Medicine Hat, Alberta, Canada T1A 8B4.

STEP 7 Letter of Acceptance - You will be notified within two weeks of a full application if the application has been accepted. An invoice will be issued for payment of full tuition, health insurance and other applicable fees. The Letter of Acceptance will be issued once all fees have been paid in full.

STEP 8 Custodian Declaration:

- Submit e-copies to: international@mhcbce.ab.ca of notarized **Citizen & Immigration Canada-CUSTODIANSHIP DECLARATION FORM # IMM 5646(pages 1 & 2)** for minors. This is not applicable if parents will live with the child in Medicine Hat for the duration of the studies. If using MHCBE Homestay, they will be the designated Custodian.

STEP 9 Study Permit:

- Apply for a Study Permit from your home country as soon as you receive the Letter of Acceptance.

Medicine Hat Catholic Board of Education International Students

1251-1st Avenue SW., Medicine Hat, Alberta, Canada T1A8B4

Phone Toll-Free 1.866.864.0013 Phone: 01.403.527.2292 Fax: 01.403.529.0917

Email: international@mhcbce.ab.ca Website: www.mhcbce.ab.ca @MHCatholic

