



## 18 + & NEW TO DSBN:

### **Born in Canada:**

#### **Document required for registration:**

- Copy of your high school transcript\*

#### **\*Transcript Information:**

Adult students (18 years old and over) will need to provide a current working copy of your high school transcript from your last high school.

#### **Former DSBN students:**

- out of school for less than 5 years; no action required; your documents should be available on file.
- out of school more than 5 years? Please call Transcript Services at the District School Board Office at 905-641-1550 ext. 54157 or email [transcripts@dsbn.org](mailto:transcripts@dsbn.org) and request a working copy of your transcript.

#### **Non-DSBN students:**

Please contact your last high school to obtain your transcript.

#### **Where to send documentation?**

Prior to submitting a registration form, please send the above documentation to [ace@dsbn.org](mailto:ace@dsbn.org).

#### **What happens next?**

After your documents are received, you will be notified by email of the next steps.

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### **Born in Another Country:**

#### **Born in another country, but have a Canadian Passport:**

Please send copies of **all the following** to [ace@dsbn.org](mailto:ace@dsbn.org) or bring it to the Lifetime Learning Centre main office:

- Canadian Passport OR Canadian Citizenship Certificate
- Passport stamp of **first entry date** into Canada
- Birth certificate

#### **Born in another country, but are a Permanent Resident:**

Please send copies of **all the following** to [ace@dsbn.org](mailto:ace@dsbn.org) or bring it to the Lifetime Learning Centre main office:

- The front and back of your Permanent Resident card
- Passport including stamp or first entry date into Canada
- Birth certificate

**Born in another country and have a study permit, work permit, visa or are a refugee, etc. :**

- Please contact the District School Board of Niagara's Welcome Centre to obtain a Letter of Permission to attend School.
  - Email: [welcomecentre@dsbn.org](mailto:welcomecentre@dsbn.org)
  - Phone: 905-641-1550 x 54142

Once you complete the steps provided by the Welcome Centre you will need the following documents:

- A copy of your transcript from your last place of learning.** For support with your international transcript conversions contact:
  - <https://www.wes.org/ca> or
  - <https://www.icascanada.ca/home.aspx>
- English as a Second Language (ESL) Level 6-** Please provide supporting documentation indicating ESL level 6 in all 4 areas (reading, writing, listening, speaking). If you need help with how to obtain Level 6 documentation, please contact:
  - Niagara Folk Arts Multicultural Centre 905-685-6589 ext. 242.

**What to do after you meet with the Welcome Centre and/or Niagara Folk Arts Centre?**

- Please have copies of all documents listed above & received. Send all documents to [ace@dsbn.org](mailto:ace@dsbn.org) or bring them into the Lifetime Learning Centre main office.

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**INTENT TO STUDY MORE THAN 6 MONTHS OR LONGER WILL REQUIRE A STUDY PERMIT**

(Refer to your **Letter of Permission** to verify the need for a Study Permit)

- You will be directed to the **Niagara Folk Arts/Multicultural Centre at 85 Church St., St. Catharines.** They will help you complete the **Study Permit Application** to verify that you have completed the Study Permit application. Call to book an appointment **prior** to going there:
  - **905-685-6589 ext. 225**
- The **Study Permit application** (provided by the Niagara Folk Arts/ Multicultural Centre) will need to be submitted by mail.

**IMPORTANT REMINDERS:**

- Please ask for a receipt from the post office to show proof of mailing for study permit application.
- Send study permit application receipt or proof of mailing to [ace@dsbn.org](mailto:ace@dsbn.org) as soon as possible so your registration can be processed.
- Once you receive your Study Permit (it usually takes about 8 weeks to process the application and issue a permit) you must send a copy to [ace@dsbn.org](mailto:ace@dsbn.org) or bring it to the Lifetime Learning Centre main office. A copy will be made, and the original will be returned to you.
- If you already have a Study Permit, it is your responsibility to make sure you renew it before the expiry date and present the renewed permit to the office.

