

## INTERNATIONAL STUDENT APPLICATION

### Application Process:

#### STEP 1 Complete the application form(s):

- Complete the international student application form
- Complete the homestay application form  
(if student plans to live with a homestay family arranged by the Calgary Board of Education)

#### STEP 2 Prepare the following documents:

- School/academic records from the past two years translated into English (copies must have a school stamp)
- Letter of recommendation from the current teacher or principal translated into English
- Copy of passport (picture page)
- Custodianship documents (if parent appointing custodian)

#### STEP 3 Prepare the application fees:

- \$250 application fee
- \$400 homestay placement fee (If applicable)

##### Payment Methods

- Visa
- MasterCard
- Money Order (payable to Calgary Board of Education)
- Wire/Bank Transfer

#### STEP 4 Send the application form(s) with supporting documents & application fees to:

Calgary Board of Education  
International Bureau  
515 Macleod Trail S.E.  
Calgary, Alberta T2G 2L9

Email: [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)  
Fax: 1-403-294-8299

***(NOTE: faxes or emails are acceptable but originals must be mailed)***

#### STEP 5 Notification of Acceptance

You will be notified within 2 weeks as to whether the application is accepted. Once accepted, you will be notified to pay full tuition and health insurance. The Letter of Acceptance will be issued once all fees have been paid in full.

#### STEP 6 Study Permit

Once the Letter of Acceptance has been received, the student must apply for a study permit at the nearest Canadian embassy/consulate.