



CATHOLIC INDEPENDENT SCHOOLS NELSON DIOCESE  
(CISND)

**International Student Program**  
**2.4 Documents Checklist – New Applications**

- Completed application form
- Application fee of \$200.00
- Copy of passport and current Student Study Permit (if applicable)
- All officially translated copies of Transcripts and/or Report Cards for the past two years
- Baptismal Certificate (if applicable)
- Principal's Recommendation
- English Teacher's Recommendation
- Student/Parent Acceptance Agreement
- Guardian/Custodian Notarized Document
- Completed Financial Responsibility Form
- Completed student homestay information package (if applicable)

Once all documentation is received, a **Conditional Letter of Acceptance** is issued by School Administration.

Upon receipt of full or initial tuition payment, a **Letter of Confirmation** is issued by School Administration. The Letter of Confirmation is necessary for immigration purposes.

**Document Checklist - New Application - Additional Notes**

1. Registration fee can be paid by bank transfer, money order, or certified cheque.
2. Please make cheques or money orders payable to the school. Bank transfer are payable to RCB Nelson International.
3. Fees are subject to change.
4. Students for a stay of less than 6 months do not require study permits.
5. School offices must keep an individual file on each student containing copies of all documentation for immigration purposes.
6. All international students (except short stay) must be entered into the school's database using the name as it appears on the student's passport and be issued a PEN number.
7. All registration information must be sent to directly to the admitting school.
8. Schools may want to add more information to this list.