

## Application Procedure and Checklist

Please submit the following mandatory documents by email or by mail to:

**Rainbow International**  
**International Student Admissions Office**  
**Rainbow District School Board**  
**408 Wembley Drive**  
**Sudbury, Ontario P3E 1P2**  
**CANADA**  
**bertrame@rainbowschools.ca**

Documents must be received by May 31<sup>st</sup> for study in September.

Documents must be received by November 15<sup>th</sup> for study in February.

	Completed, signed and dated <b>Student Application Form</b> . It must be signed by a parent and the student
	Completed, signed and dated <b>Letter of Recommendation</b> by a school official
	Certified or notarized copies of <b>Translated School Transcripts</b> from the current year (if applicable) and the last two years
	Photocopy of student's <b>Passport</b> and <b>Birth Certificate</b> in English
	Non-Refundable <b>Application Fee</b> of CAD \$200.00 A wire-transfer, money order or bank draft can be made payable to the Rainbow District School Board. (If completing a wire transfer, please complete the Wire Transfer Reference Sheet.
	Translated copies of original immunization records. If the originals are not available, please have a doctor complete the <b>Immunization Record Form</b> .
Once these documents have been received, a <b>CONDITIONAL LETTER OF ACCEPTANCE</b> may be issued by email. Once the conditional acceptance is received, the following must be submitted:	
	Two <b>Custodianship Declarations</b> (a photocopy of each form): Parent Form Custodian Form
	<b>Proof of Custodian's Status</b> in Canada Submit a photocopy of ONE of the following documents: Canadian Citizenship Card, Canadian Birth Certificate, Canadian Passport OR Canadian Permanent Resident Card
	<b>Payment of Tuition Fee</b> Please see <a href="http://rainbowschools.ca">rainbowschools.ca</a> for payment details.
Once remaining documents have been received and full payment has been issued, an <b>Official Letter of Acceptance</b> will be issued by email.	
Submit all necessary documents for a study permit, such as your official Letter of Acceptance from Rainbow International, to the Canadian Embassy or Consulate. Please notify Rainbow International of the current status (approved, denied or delayed) of your VISA application by email to <a href="mailto:bertrame@rainbowschools.ca">bertrame@rainbowschools.ca</a> or telephone 705-674-3171 ext. 8226.	
See information about <b>REPORTING</b> to Rainbow International here: <a href="http://rainbowschools.ca">rainbowschools.ca</a> Documents to presented upon arrival include: Proof of Health Insurance Study Permit (original and valid) Passport Any missing documents listed in the Official Letter of Acceptance Letter	