

HOW TO REGISTER INTERNATIONAL CHILDREN IN SCHOOL

VISIT THE TDSB ADMISSIONS OFFICE

- You must go to the Toronto District School Board (TDSB) International Programs & Admissions Office to obtain an admissions letter, which will be required to register your children in your local school. They are located at: 5050 Yonge St., 1st floor (at North York Civic Centre subway station).

REGISTRATION REQUIREMENTS

- You must be living in Toronto in order to register your children with the [Toronto District School Board](#).
- Minor children of international parents are not required but recommended to have a study permit in order to attend public school in the province of Ontario.
- Children can be enrolled in school whenever they arrive in Toronto.

REQUIRED DOCUMENTS

- Your passport & a valid Study or Work Permit.
- A letter from the University that verifies you are currently enrolled as a full-time student in a degree-granting program at the University of Toronto (an offer letter from U of T is not considered sufficient documentation). You may also need your timetable. If you are here on a Work Permit, you will need a letter from your employer.
- Proof of payment for 1 full year of study at U of T (Proof must state the period for which payment applies, i.e September – April).

- Two different documents proving that you live in Toronto. That is two documents with your name and your Toronto address printed on them (i.e.) purchase/lease agreement/utility bill A driver's licence or bank statement are considered supporting documents to the required primary documents (lease or purchase agreement) and alone are not considered substantial proof of residence.
- Child's birth certificate and passport (or the passport in which the child is listed).
- Child's immunization record (if available).
- Child's previous school records (if available).
- Ontario Health Card (if available).
- Proof of custody: child's birth certificate, child's baptismal certificate, letter from non-custodial parent stating awareness of child's enrolment or court document allowing custody.

IMPORTANT: any documents not in English must be translated and notarized to English.

If the immunization report is not in English, please see the following:

- 1. Toronto Public Health can translate your immunization record, they will visit the school to check records.*
- 2. You can have the document translated and signed by a doctor.*
- 3. The student's local embassy may also provide translation services*

For more information, please contact Toronto Public Health at 416.392.1250.

VISIT YOUR LOCAL SCHOOL

- Provided that you bring the necessary documentation, the [TDSB International Programs & Admissions Office](#) will refer you to your local school (based on your residential address) and will provide you with an admissions letter that you will need to register your children at the school.
- Elementary school students (up to and including grade 8) may go directly to their neighbourhood school to register once authorization has been granted.
- Secondary school students (from grade 9 to grade 12) will be given further instructions by the TDSB concerning placement of grade and school.
- The [TDSB online guide](#) can be used to find the school nearest your residential address.

TDSB ADMISSIONS OFFICE

No appointment is required to visit the International Programs and Admissions Office.

The office is open from January to December and closed only on weekends and on statutory holidays.

For more information on childcare options, financial assistance, and parenting resources, please contact the Family Care Office at **416.978.0951** or visit www.familycare.utoronto.ca

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**FAMILY
CARE
OFFICE**