



# International Students Administrative Procedure 1.B.120

1.0 School Administration  
1.B. Students

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**Board Governance Policy Cross Reference:** 1, 2, 3, 16

**Legal Reference:** *Public Schools Act*, Education Finance Guidelines

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**Date Adopted:** April 2002

**Date Amended:** April 2005, October 2024

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International students are:

Individuals seeking enrollment in Division schools who have neither Canadian citizenship nor landed immigrant status. Such students require student visas and a sponsoring school that has agreed to accept them.

Registration Procedures:

1. The student must apply for admission before school opening in September or before the commencement of a semester.
2. An application form must be completed by the student, parents or sponsoring agency and submitted to the Superintendent or designate.
3. Upon approval, a letter of acceptance will be issued.
4. Required fees must be paid in advance to Evergreen School Division.
5. Student exchanges where an Evergreen student exchanges schools with an international student may be exempt from fees.
6. International students are expected to follow the rules and policies of the school and the Division.