



Application Procedure

Applications must be received by December 31 for study beginning in September. Applications must be received by April 30 for study beginning in February.	
	Complete and submit the online Student Application Form (one per student)
	You will receive an email from ADSB with instructions to: <ol style="list-style-type: none">1. Pay the Application fee2. Submit the following documents:<ul style="list-style-type: none">• Translated school transcripts for the most recent two years• Signed and dated letter of recommendation from a school official (in English)• Notarized custodian declaration form (if the student will <u>not</u> be living with a parent)
Upon receipt of the completed application form, application fee, and required documents, the MLL Coordinator will review the application. If accepted, the Algoma District School Board will notify you via email within one month of the application deadline and issue an invoice for tuition fees.	
	Pay Tuition fees in full
	Algoma District School Board will issue an official Letter of Acceptance and receipt for fees paid
It is the responsibility of the student/family to apply for a study permit, arrange travel and accommodations, obtain health insurance, and ensure they have all documents required by Immigration, Refugees, Citizenship Canada (IRCC).	
	After arrival in Canada, the custodian or parent should notify the Algoma District School Board by emailing: welcometocanada@adsb.on.ca
	An in-person appointment will be scheduled to complete the registration process, which will include an assessment of English and Mathematics. The student's custodian is required to attend this meeting.
	Present the following documents at the appointment: <ol style="list-style-type: none">1. Study permit (original and valid)2. Passport3. Birth certificate4. Proof of Ontario residency (a document that has your address/your custodian's address on it such as a current lease agreement, or utility bill)5. Proof of Health Insurance