

DOCUMENTATION REQUIRED FOR RESIDENCY
'CHECKLIST'

In accordance with the School Act Section 82 and Ministry of Education policy, a student is eligible for a provincially funded education if parent(s) or guardian(s) meet residency requirements. Students who are ordinarily resident in BC and whose custodial parent is ordinarily resident in BC and are enrolled in a program in our school district are eligible for funding. Please review original documents and keep a copy in the student's G4 file.

STATUS IN CANADA

Required from custodial parent* - one of:

- Canadian birth certificate
- Canadian passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation

Or, one of:

- Work Permit** valid for a year or more **and** proof of employment **and** passport
- Study Permit** valid for a year or more **and** Letter of Acceptance or transcript **and** passport
(Permit cannot be for ESL courses or high school upgrading)

**Please send copy to International Education for verification prior to child starting school.

Required of child - one of:

- Birth certificate
- Passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation
- Refugee Claimant Documentation conferring status – if child has own documents, parent documents not required.

And:

- Work, Study or Visitor Permit - If child is accompanying a parent on Work or Study Permit, provide copy of child or parent Permit that indicates child accompanying.

RESIDENCY

Custodial parent must be resident in British Columbia, as defined by the Income Tax Act, for a minimum of 183 days per calendar year. Newcomers exempt.

Please provide one of the following to authenticate residency:

- Tenancy agreement
- Property purchase agreement - showing name and address
- Income Tax statement – showing name and province of residency
- Property tax statement - showing name and address

If not available, please provide two of:

- Utility bill
- BC Care Card
- BC Driver's Licence
- Letter from landlord (not tenant) attesting to residency and length of tenancy

GUARDIANSHIP*

- Paper birth certificate – parents are named
- Income Tax statement – children are declared
- Parents' Confirmation of Permanent Residency or Records of Landing or valid Immigration Canada documents – children are named
- If parents live separately, court order or written agreement granting care to accompanying parent
- If not the parent, guardianship must be by will or court order

Sources: Ministry of Education Policy: International Students; Ministry of Education Policy: K-12 Funding – General

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