



# Application Document Checklist

SCHOOL. FAMILY. COMMITMENT | [www.sjp2academy.com](http://www.sjp2academy.com)

## International Students

Along with the fully completed Application Form, the documents listed below must be included at the time of submission in order to process and consider your application. Failure to submit any of the required documents may delay the processing of your son or daughter's application. Please check the box for documents enclosed and do not submit original documents.

**Please send application by mail or courier only.**

<b>Student's Legal Name:</b>	
<b>Last Name</b>	<b>First Name</b>
<b>Applying for Grade:</b>	<b>Starting September 20__ (please fill in the year)</b>

**All submitted documents must be in English or officially translated into English.**

- For International Student Applicants:
  - Photocopies of passport pages clearly showing the passport number, dates of issue, and expiry, name and date of birth; **AND**
  - Copy of your son or daughter's birth certificate; **AND**
  - If presently in Canada, a photocopy of the stamp made by the Canadian authorities of your son or daughter's most recent entry into Canada **PLUS** a photocopy of current immigration document (if applicable)
- Proof of Citizenship of mother **AND** father, regardless of nationality. The following are acceptable documentation: photocopy of Birth Certificate, Citizenship Card, Permanent Resident Card, Record of Landing, or Passport showing name, date of birth, and passport number.
- A signed copy of "Legal Residency of Parent form (Either Form A or Form B)
- For Catholics**
  - A copy of your son or daughter's baptismal certificate; **AND**
  - Completed "Endorsement from Parish Priest or Worship Leader" form (Form C)
- For Non-Catholics**
  - Completed "Endorsement from Parish Priest or Worship Leader" form (Form C) (if applicable)
- A copy of your son or daughter's report card for the current school year (official translation in English if necessary)
- A copy of your son or daughter's last report card from the previous school year or official copy of transcript of grades (official translation in English if necessary)
- SSAT Results (6- month validity) **OR** Proof of English proficiency from International School applicants (e.g. sample of work submitted during that academic year signed by the applicant's Principal or Head of School)
- Recent photo of your son or daughter (school photo preferred)

9.  Reference letter from non-family members (e.g. Administrators, teachers, coaches from the school the child currently attends)
10.  Non- refundable \$100 application fee payable by cheque to St. John Paul II Academy (your cleared cheque is proof of receipt)
11.  Personal note written by the student stating why he or she would like to attend St. John Paul II Academy.
12.  Other supporting documents (if applicable) e.g.
  - Medical information, Medical Alert and the expiry date (if applicable), Emergency Procedure Plan (if applicable), Individual Education Plan, Case management Plan, etc.
  - Support Services information (eg. Psychometric testing; speech/language assessments; hearing/vision tests; etc.)
13.  Completed Enrolment Deposit Form for \$25 000. See school website:  
[www.sjp2academy.com/home/admission/register/](http://www.sjp2academy.com/home/admission/register/)

**NOTE:**

Completion of “Student Information Sheet – Form D – is not required for International Students  
Qualified applicants will be interviewed in person or on-line by the Principal at a pre-arranged, mutually convenient time.