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*Education Built on Relationships*

## Application Process for International Students

International students wishing to study at Linden Christian School (LCS) are to follow these steps:

### Step 1

Send the following documents, signed by parents/guardians, to the address located on the Application Form:

- Completed Application Form
- Photocopy of Birth Certificate or Passport
- Certified translated copies of school report cards – current and past two school years
- Current passport size photograph
- One letter of recommendation: from a teacher or school principal
- Non-refundable application fee of \$50 payable in Canadian funds to Linden Christian School
- Signed copy of the “Agreement & Acceptance of Tuition Schedule & Policies Form”

### Step 2

Acceptance into Linden Christian School requires that students, together with their parents or guardians, participate in an interview with an Administrator of the school. The purpose of the interview is to learn about your child and to discover if LCS might be the place that would allow them to have an excellent academic experience. Our Administration Office will be in contact with you to make interview arrangements. Interviews can be conducted using Skype, Google Play or FaceTime.

### Step 3

Following the interview, the Administration will review and decide upon acceptance and placement of the student. Students who are accepted will receive an Official Letter of Acceptance and Registration documents that must be completed and returned within two weeks of receiving the package. These documents include the following:

- Completed Registration Form
- \$75 per student Registration Fee in Canadian funds (payable to Linden Christian School)
- \$350 per family Capital Fee in Canadian funds (payable to Linden Christian School)
- Full Tuition Fee in Canadian funds (payable to Linden Christian School)
- Copy of Study Permit, Visa documentation

#### **Step 4**

Upon arrival to Winnipeg, and prior to the commencement of studies at Linden Christian, email or telephone the Registrar's Office 204-989-6739 to make arrangements to complete the registration process. Registration will not be deemed complete until a copy of the Study Permit and Medical Insurance coverage are received by the Registrar. Linden Christian School is providing an insurance provider option to help facilitate this process for International students and their families.

A meeting time will be arranged to meet with Mrs. Davison – Director of the EAL Department to ensure that proper supports and course selections are in place for the student.