

Application Checklist

Before you submit your application, please make sure to include:

- KPRDSB application form completed, signed and dated by parent and student
- Letter of Recommendation completed, signed and dated by a school official
- Certified original and translated transcripts or school reports from the current year and the last two years
- Photocopy of student's passport or birth certificate
- Copy of recent English assessment, such as TOEFL, if available
- Two proofs of address in the local area for parent or custodian of elementary students (Kindergarten - Gr.8)
 - Original current rental lease or property tax bill
 - Original current utility bill (Hydro, Water, Gas or Cable) or home telephone or bank statement
- Two Custodian Declarations
 - Notarized Parent Form
 - Notarized Custodian Form
- Proof of Custodian's status in Canada; please choose only one of the following:
 - A notarized copy of
 - Canadian Citizenship Card
 - Canadian Passport
 - Canadian Birth Certificate
 - Canadian Permanent Resident Card
 - or Original document to be submitted in person for review

Notification of Acceptance and Payment of School Fees

- Official Letter of Acceptance
- Payment of School fees to CTDC and Receipt received from CTDC

Please refer to the Application Procedure for detailed information

Please submit the complete original application package to:

**The Community Training and Development Centre
681 Monaghan Road South
Peterborough, ON
Canada
K9J 5J5**

**Telephone: 1-705-742-7277
1-877-749-2832**

**Fax: 1-705-749-3450
Email: christa_maxwell@kprdsb.ca**