1. Click "Agent Start Here" Button to Your Account

Together We Learn

Central Okanagan
Public Schools
International Education

Central Okanagan Public Schools · International Education Department
1040 Hollywood Road South, Kelowna, BC V1X4N2 · Phone 250-470-3258 Fax 250-870-5188 · www.internationaleducation.ca
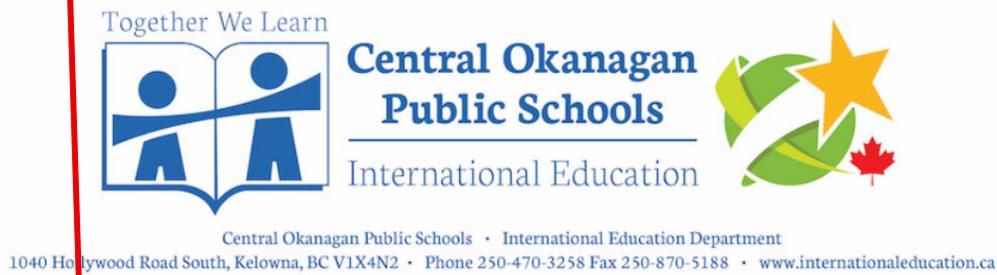
Secure Portal - Central Okanagan Public Schools

Agents Start Here
For active agents. Create and submit online student applications.

Parents Start Here
For parent contacts of enrolled students or parents who are not working with an agency and wish to create and submit online student applications.

Homestay Families Start Here
For families interested in providing homestay for international students or who are currently hosting international students in the Central Okanagan Public Schools District.

2. Accessing Account

Welcome Back to the Agent Portal

Signing in as **wendy.lu@sd23.bc.ca**

Password: *

[Sign In]

🔒 Reset Password for wendy.lu@sd23.bc.ca

❓ Agent Portal Guide

🏠 Portal Home

If you do not remember the password, click the **Reset Password** button. You will see the confirmation message that an email has been set.

3. Navigation Menus

The top menu bar on top provides access to topics of information for your students.

Home	Applications	Students	Fees	Account

➢ **Home**: Displays quick links for applications.
➢ **Application**:
- View applications instruction for preparing an application.
- Create, view application.
- View Students that have enrolled.
- View shared document
- View fees

   NOTE: In **View Applications**, pay attention to expired applications that indicate they will be autodeleted! Once deleted, they cannot be retrieved.

➢ **Student**: View all the students have been registered.
➢ **Fees**:
➢ **Account**: Ability for the agent to view account details, change a password, set notifications, access online help and sign out of the agent portal.

   NOTE: When moving between menus, or returning to a previous screen, use the "breadcrumb" trail, or the Back button, rather than the internet browser back button.

Application > View Applications > Edit Application　←　breadcrumb trail

4. Changing Your Password

Once an account is created, you can change your password, set up notifications to be delivered by email when new information is available in the portal, and access online help information in the **Account** menu.

Account Options:

🔒 Change Password
🕐 Manage Email Notifications

1. Go to Account > Account Details.
2. Click the Change Password link.
3. Enter the password you used to log into your account in the Old Password field.
4. Enter a new password in the New password field. Your new password must meet the New.Password. Requirements.shown on the screen.
5. Enter the new password again in the Retype new password field.
6. Click the Change Password button to save the change.

5. Set Email Notification Preferences

Agents can set up notifications to ensure communication or information from an International Education is not missed.

1. Go to Account > Account Details.
2. Click the Manage Email Notifications link.
3. Use the dropdown menu in Portal Message Notifications and Other Portal Notifications to select how often you want to be notified of new communications and information sent to the portal from International Education.
4. Click Update Notifications to save the settings.

6. The Home Page

➢ **Date Sensitive Information**: This area highlights items that require action by the Agent.

    o   Click the blue links to see the list of records associated with an action item.

➢ **Quick Links:** Provides one-click access to commonly used menus on the portal.
   ○ **Application Instructions**: Provide guidelines and expectations for applying and outline documentation that must be submitted with the application. It is important to note that these guidelines and expectations can vary each year.
   ○ **Create New Application:** Begin a new application for a student.
   ○ **View Applications**: View existing applications in progress or submitted. This.is.an.important. screen.to.pay.attention.to*.It provides: the status of applications, allows you to continue working on an application, as well as warnings about applications about to be deleted due to non-completion.

🌐 **Quick Links**

Application Instructions (before you begin)
Create New Application
View Applications
View Students
View Shared Documents
View Fees

Quick Links provide one-click access to common menu.

7. Creating an Application

1. On the Home page, click on and read Application Instructions. When done, click the button or click Home in the top menu bar to return to the Home page.
2. Click on Create New Application.
3. Select the application type (if more than one) and enter the student's legal last name, legal first name and birthdate.
4. Click Create Application to create a new student application record.

5. Note that applications expire and may be auto-deleted after the expiry date! Observe the number of days within which the application must be completed. Different buttons appear at the bottom of each section.

   o Back: Takes the applicant to Applications.> View.Applications. Once Create.Application.has been clicked in the application process, all in-progress and declined student applications appear here.
   o Save & Go Previous: Saves the information entered in the current section and returns to the previous section.
   o Update: Saves updated information in the current section.
   o Save & Go Next: Saves the information in the current section and moves forward to the next section.

IMPORTANT

All sections of the student application will be outlined in the rest of this document.

Section 1 – Student Basic Information

Section 2 – Parent One Information

| Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15 |

Section 2 of 15 - Parent One Information

Please submit information for *2 legal Parent/Guardians*. **Parent 1** is the parent who is the best parent to contact.

Relation to Student: * [- Select -]

Parent Legal Last Name: * [_____]

Parent Legal First Name: * [_____]

Parent Birthdate: * [_____] 📅 USE THE ICON OR TYPE IN "JUNE 3, 2004" FORMAT

IMPORTANT: Please use **Parent Email**. This is needed for acknowledgement of student travel/activities during program.

Parent Email: * [_____]

Primary Phone: * [_____]

Other Phone: [_____]

Address 1: * [_____]

Address 2: [_____]

City: * [_____]

Province: [_____]

Country: * [- Select -]

Postal Code: * [_____]

[Back] [Save & Go Previous] [Update] [Save & Go Next]

Section 3 – Parent Two Information

Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9	Section 10	Section 11	Section 12	Section 13	Section 14	Section 15

Section 3 of 15 - Parent Two Information

Has 2 Parents/Guardians: ∗ [Yes ▾]

Please submit information for *legal Parent/Guardian 2*. **Parent 1** will be considered the "primary" parent for correspondence.

Relation to Student: ∗ [- Select - ▾]

Parent Legal Last Name: ∗ [ ]

Parent Legal First Name: ∗ [ ]

Parent Birthdate: ∗ [ ] 📅 USE THE ICON OR TYPE IN "JUNE 3, 2004" FORMAT

Parent Email: ∗ [ ]

Primary Phone: ∗ [ ]

Other Phone: [ ]

Address 1: ∗ [ ]

Address 2: [ ]

City: ∗ [ ]

Province: [ ]

Country: ∗ [- Select - ▾]

Postal Code: ∗ [ ]

[Back]   [Save & Go Previous] [Update] [Save & Go Next]

Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9	Section 10	Section 11	Section 12	Section 13	Section 14	Section 15

Section 3 of 15 - Parent Two Information

Has 2 Parents/Guardians: ∗ [No ▾]

NOTE: Explain the reason why student does NOT have a 2 legal Parent/Guardian (i.e., deceased, serving in military, etc.).

Reason: ∗ [ ]

[Back]   [Save & Go Previous] [Update] [Save & Go Next]

Section 4 – Program Dates, Grade and Placement

| Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15 |

Section 4 of 15 - Program Dates, Grade and Placement

Length of Program * Requested: - Select -

NOTE: Prior approval is required if you choose *Other Date*.

Program Start Date: * - Select -

Requested End Date (if custom): ☐ PRIOR APPROVAL REQUIRED

Current Grade: * - Select - GRADE YOU ARE IN NOW

Requested Grade Placement: - Select - GRADE YOU WOULD LIKE TO BE PLACED

Graduate in BC

Students in our program intending to graduate with a **British Columbia High School Diploma** need to follow a prescribed academic plan to meet BC specific graduation requirements. Please note that it typically takes 2+ years to accumulate the required credits for graduation.

Intend to Graduate in BC: * Yes

Please contact our Program prior to application if the student interested in graduating in less than 2 years to determine if it is possible.

Validating (Legalizing) Transcripts

NOTE: ALL students will receive a final school report card signed by the District Principal uploaded as a document in their True North student file.

For students who need to validate their studies with an International Education district transcript, there are different options. Please select the option appropriate for the student. Student will be invoiced at time of acceptance for the corresponding fee.

- Apostille by Ministry of Education & send original document to agency by courier - $250
- Notarize & send original document to agency by courier - $175
- Stamp and seal by District Principal & send original document to agency by courier - $100

NOTE: Original documents will be send to the student's agency for review prior to obtaining Apostille, notarization, or stamping and sealing.

Validating Transcript: * Yes
Validation Type: * - Select -
Grade Level to * None WILL BE LISTED ON TRANSCRIPT DOCUMENTS
Validate/Verify::
Additional Note (if needed): ☐

It is important to know if the student's final school transcript needs to be validated. We will ensure that the student is enrolled in the classes needed to meet the requirements for their country.

Current Spoken English Level

Years of English Study: * [4 years ▾] HOW LONG HAVE YOU STUDIED ENGLISH

Please identify spoken English language level.

Level 1 - Can understand and respond to simple statements and questions in common situations.
Level 2 - Can participate in a conversation on daily topics.
Level 3 - Can participate in conversations about common topics and some academic topics.
Level 4 - Can participate in conversations with some opinions and details on many academic topics.
Level 5 - Can speak fluently and accurately on many academic topics.

NOTE: English spoken skill level is not a determining factor in acceptance. However, basic skills in the English language are recommended to allow for successful communication of basic needs upon arrival and an easier transition as a study-abroad student in Canada.

Spoken English Level: * [Level 2 ▾]

It is important to know the student's spoken English level or class enrollment and arrival communication needs.

Specialty Academies

Central Okanagan Public Schools offers specialty academies at specific schools at an additional cost. Please indicate if the student will be requesting to take an academy.

Requesting Academy: * [Yes ▾]

NOTE:

- Not all academies are offered at all schools. A list of academies for each school can be viewed HERE.
- This information will need to be indicated on the course request form for the school.
- Students will be invoiced for academy at time of acceptance.

Not every academy is available at every school. The school also has limited number of spots in each academy. Please ensure that YES is selected if the student is interested in a particular academy AND include in the Course Request Form.

School Placement Request

IMPORTANT: _Final school placement is at the sole discretion of the International Education Program._

- Up to three (3) schools can be indicated if student is in _secondary school_. Please DO NOT list the same school more than once.
- If student is in _elementary or middle school_, please select that option in the drop down list.

School Request 1: [- Select - ▾]
School Request 2: [- Select - ▾]
School Request 3: [- Select - ▾]

Requesting Students can list up to 3 preferred schools. Please do NOT list a school more than once.

IMPORTANT Final school placement is the discretion of the District.

Section 5 - Custodianship

| Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15 |

Section 5 of 15 - Custodianship

Secondary school students who participate in the Central Okanagan Homestay Program are provided Custodianship through the District.

Need District Homestay: * - Select -

Back   Save & Go Previous   Update   Save & Go Next

Students in the District Homestay program are provided Custodianship.

| Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15 |

Section 5 of 15 - Custodianship

Secondary school students who participate in the Central Okanagan Homestay Program are provided Custodianship through the District.

Need District Homestay: * No

NOTE: If a student will be living with their parent/guardian for the entire duration of their study, an alternate custodian is NOT required. Otherwise, Please enter all required fields below for the ALTERNATE CUSTODIAN.

- **Living with Parent(s)/Guardians:**

Which Parent(s)/Guardian(s): - Select -

- **Living with Alternate Custodian:**

Custodian Last Name:		MUST BE FILLED IN
Custodian First Name:		MUST BE FILLED IN
Custodian Birthdate:		MUST BE FILLED IN
Status in Canada:	- Select -	MUST BE FILLED IN
Custodian Email:		MUST BE FILLED IN
Custodian Phone:		MUST BE FILLED IN
Custodian Work Phone:		
Address 1:		MUST BE FILLED IN
Address 2:		
City:		MUST BE FILLED IN
Province:		MUST BE FILLED IN
Country:	- Select -	MUST BE FILLED IN
Postal Code:		MUST BE FILLED IN

If the student will **NOT** be in the District Homestay Program, please indicate if they will be living with their parent(s) **OR** in an alternate living homestay arrangement.

NOTE If a student is living with their parent, their parent must have a _visitor record_ on file with the Program.

NOTE If living in an alternate homestay arrangement while they are in Canada, the legal Custodian for the student must be indicated and the Program requires a notarized Custodial Declaration to be on file.

Section 6 – Medical Information

Health history information provides the Program the ability to consider any necessary safety and well-being support plans for the student while in Canada. It also is an important factor when considering homestay placement.

Section 7 – Academic Information

If a student has specific learning challenges and is currently receiving learning support in their home school, please provide detailed and up-to-date information so a plan can be developed when they are in Canada regarding supporting their learning needs.

Section 8 – Student Interests

Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15

Section 8 of 15 - Student Interests

Current Information About the Student

List the **top 5 descriptive words** the student would like to use to describe themselves:

Example words may be adventurous, active, adaptable, athletic, caring, cautious, cheerful, clumsy, compulsive, confident, considerate, cooperative, creative, dedicated, determined, distractible, emotional, empathetic, energetic, flexible, focused, friendly, genuine, good-natured, hardworking, healthy, helpful, honest, humble, humorous, independent, intelligent, intense, kind, logical, mature, messy, organized, opinionated, patient, practical, principled, punctual, questioning, reactive, realistic, reflective, relaxed, reliable, reserved, respectful, responsible, responsive, self-conscious, sensitive, skillful, shy, social, stubborn, studious, talkative, tolerant, understanding, warm, well-rounded.

Personality Traits: *
Hobbies and Interests: *
Sports and Clubs: *
Instrument Played: * MUSICAL INSTRUMENT PLAYED IN HOME COUNTRY
Pets: * CURRENTLY HAVE AT HOME

> Please write short concise phrases/ sentences. The student can provide further details they wish to share in their student Letter of Introduction.

Information About the Student When in Canada

Canadian Activities: * LIST 3 ACTIVITIES STUDENT IS INTERESTED IN DOING/TRYING

> Please include 3 short activities the student is interested in doing while they are in Canada.

Big White Ski Resort: Many international students enjoy the opportunity to ski or snowboard at Big White Ski resort during the winter ski season which, depending on snow accumulation, typically is open from mid-November until the beginning of April.

Big White offers an early bird rate that is very cost effective for international students even if they are studying in the Central Okanagan for 5-months only. For example, the Early Bird Season Pass Rate for Big White for 2025-2026 was $564 CAD.

Ski Shuttle: Additionally, international students can register for a seat on the International Education Program Ski Shuttle. The district shuttle offers round trips to Big White from multiple stops on weekends and school breaks. Students can register for shuttle packages for a single semester, or the full season. Rates for the year are determined closer to the season start and will be communicated to students in August. As an example, a reserved seat on the shuttle for the season during the 2025-2026 year was $1250 CAD for 36 round trips to Big White.

More information about Big White Ski Resort and the Program Ski Shuttle can be found on the website HERE.

Season Pass: * Yes WILL PURCHASE BIG WHITE SEASON PASS
Rent/Purchas Equipment: * - Select - IF BRINGING OWN EQUIPMENT SELECT NO
Ski or Snowboard: * - Select -

> Having this information allows for estimation of total numbers for Big White as well as our Program.

Section 9 – Living Arrangements in Canada

We have limited homestays that do not have pets, and this may impact school placement for the student. As such, detailed information regarding any animals a student CANNOT live with must be provided at time of application.

Ex. Cannot live with cats, but all dogs are okay.

We have limited homestays that can accommodate special diet needs and this may impact school placement for the student. As such, detailed information regarding special diet requirements or considerations for the student must be provided at time of application.

This information allows our Program to understand the initial support regarding using public transportation the student will require once they arrive in the Central Okanagan.

NOTE High school students can independently and safely take

Homestay Responsibilities: As part of a Canadian homestay, students will be expected to a be contributing member of the home.

Some common responsibilities Canadian teenagers may have, which international students in homestay may also have, are:

- Keeping their room tidy
- Keeping the bathroom they use tidy
- Cleaning the bathroom they use on a schedule
- Clean up after using food/dishes in the kitchen
- Clean up after using the common areas of the home
- Laundry - washing their own clothes, bedsheets and towels
- Preparing their breakfast and lunch

Please indicate if the student has experience with these types of responsibilities at home.

CHECK ALL THAT APPLY: *

- ☐ Keep bedroom tidy
- ☐ Make bed daily
- ☐ Vacuum bedroom
- ☐ Laundry - own clothes
- ☐ Laundry - own bedsheets and towels

- ☐ Help prepare family meals
- ☐ Prepare own meals
- ☐ Set table for family meals
- ☐ Clean table after family meals
- ☐ Empty dishwasher

- ☐ Load dishwasher
- ☐ Hand wash dishes
- ☐ Take garbage/recycle out to bin
- ☐ Feed pets
- ☐ Walk dog

Section 10 Immunization / Vaccination Reporting

Section 10 of 15 - Immunization/Vaccination Reporting

In the province of British Columbia (BC), school-aged children enrolled in public and independent schools are required to report their immunization history (also called **vaccination status**) to public health. For more information about this requirement, visit Vaccination Status Reporting.

The information provided regarding vaccination status is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act.

Immunization (Vaccination) Policy
As a school district, we align with the Government of Canada and the Government of British Columbia (BC) regarding immunizations (vaccinations). In BC there is a requirement to **report vaccination status** for all school-age youth which is why documentation is required for international students.

As such, **acceptance of students who are not vaccinated is conditional on being able to find a suitable homestay that is willing to host a student who is unvaccinated**. If we are not able to provide a student with a homestay placement for reasons related to vaccination status, we will provide a full refund.

Immunized (Vaccinated): *   - Select -

Section 11 - Documents

Section 11 of 15 - Documents

TO COMPLETE THIS SECTION

- All requested documents must be scanned into a PDF or JPG format.
- Each Document must be no larger than 15MB.

In order to complete admission to the program, a **valid passport is required**. Please include a valid passport document if possible.

If the student does not currently have a valid passport, please provide another government issued form of identification for application purposes and forward valid passport information once received.

1. Passport Photo Page — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB
2. Immunization Records — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB
3. Record of Grades (for last 2 years) — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB — SUPPORT DOCUMENT
4. School Letter of Recommendation: — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB — SUPPORT DOCUMENT
   English Teacher Letter of Recommendation: — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB — SUPPORT DOCUMENT
5. Student Letter of Introduction: — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB — SUPPORT DOCUMENT
6. Photo Album — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB
7. Additional Application Document — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB
8. Course Selection Form — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB
9. Custodianship Declaration (if NOT in district Homestay): — Choose File No file chosen — MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB

See next page for details regarding each document.

*Refer to previous page (Section 11 – Document)

<u>**Required Documents**</u>

1. **Passport photo page**. Please scan the passport photo page of the applicant's passport. This allows us to double-check the applicant's information to ensure that all identification information is correct.
2. **Immunization records**. Please provide a scan of the immunization record for the applicant. In the province of British Columbia (BC), school-aged children enrolled in public and independent schools are required to report their immunization history (also called vaccination status) to public health.
3. **Transcripts or report cards**. Record of grades must be provided for the previous two school years. Please include the summary sheet as the first page of the scanned document.
4. **Two Letters of Recommendation**. Please use the templates provided. These letters should include a signature and school stamp. Please ensure both pages of the template letter are scanned into a single document.
    1) School Staff template: Teacher, school counselor, or Headmaster/Principal should complete the template School Letter of Recommendation.
    2) English Teacher template: English teacher should complete the template English Teacher Letter of Recommendation for the applicant.
5. **Student Letter of Introduction.** This letter is completed by the student and outlines where they live, their family, their interests, and information about them that is helpful for Program staff and future host family. Please ensure both pages of the template letter are scanned into a single document.
6. **Photo albums**. We ask students to compile a photo album for our homestay placement process. Please scan the entire album as one document.

<u>**Requested Documents**</u>

We recommend the following documents are also collected prior to applying. If there is additional information required, the agent will be contacted directly.

7. **Additional application documents**. If there is another document pertinent to admission, such as a student interview form, please submit it as a single document.
8. **Course Request Form**. Applicants can submit a Course Request Form for their requested school at time of application. Please note that school placement is at the discretion of the district.
9. **Custodian document**. If the applicant will not be part of our homestay program, or if they choose not to use our free custodianship service, they must assign a custodian for when they are in Canada. This custodian must be a Canadian citizen or Permanent Resident, over 25 years old, and must live full time in the Central Okanagan area.

Section 12 – Legal Agreement

Section 12 of 15 - Legal Agreement

Please Read Carefully

TO COMPLETE THIS SECTION:

1. Download and print the legal agreement.
2. Complete and have all parties initial, sign and date as required.
3. Scan the entire document into PDF format.
4. Upload the scanned PDF.

Legal Agreement: Choose File No file chosen   MUST BE IN PDF OR JPG FORMAT UNDER 15.00 MB
SUPPORT DOCUMENT

Both the student and their parent(s) must sign the International Student Agreement. Before starting the application process, please download the agreement and ensure it is signed in ink.

Section 13 – Additional Notes / Comments

| Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15 |

Section 13 of 15 - Additional Notes/Comments

Additional Notes or Comments:

2000 available characters

Please include any relevant information in this section that has NOT been included in other parts of the application.

Section 14 – Application Fee

| Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Section 11 | Section 12 | Section 13 | Section 14 | Section 15 |

Section 14 of 15 - Application Fee

Application ($200.00): *   - Select -

The application will be processed once the application fee has not been paid at the time of the reviewing.

Applications are reviewed in order they are received.

Section 15 – Flywire Payment

The application fee for students applying
- Through one of our partnering agencies - **$200 CAD**
- Independent of one of our current partners - **$3000 CAD**
    - First installment at time of submission - $200
    - Remining balance invoiced upon application review - $2800

Application fees are non-refundable.

NOTE We accept payment by wire transfer, direct deposit or bank draft payable to Central Okanagan International Education. If you are paying by bank draft, the application will not be processed until the

Submitting the Application

Complete the information in each section and click **Save & Go Next** at the bottom of the section to move to the next section.

In the final section, a **Save & Submit Completed Application** will appear. When this is clicked, no further changes cannot be made to the application.