

APPLICATION TIPS:

Reminders:

- **Note:** To register, you must **LIVE in Niagara**.
- **Proof of Address:** Please **ONLY** include the portion of the bill that shows your proof of address. Please **HOLD** on **sharing other personal bill information**.
If you do not have a bill with your name on it & if you live with a parent/ guardian/ caregiver, please include a bill with the name of one of the above.
- **New to DSBN (Canadian Citizens, Permanent Residents and Non- Canadian Citizens)**
Please review all details in the section titled **New to DSBN**.
Before you apply: Please ensure that you collect the required supporting documents and complete any pre-application steps.

How to submit a complete application?

- Prior to completing the application, download and save it to your computer
- Please send **ONE** email with:
 - a) the saved application and B) all required supporting documents to ace@dsbn.org.
- Please ensure that all documents are clear. If you submit photos of documents, the photo must be taken straight- on, be in focus and have no glare.
- If you have difficulties submitting your registration form or uploading your documents, please contact ace@dsbn.org.

Frequently Asked Questions

Ontario Education Number (OEN)

- You can locate this on your transcript or a report card.

Transcripts:

- Please provide transcripts from **ALL** the schools you have attended
- **YOU** must request copies of your transcript. **We CANNOT** request copies for you
- **Note-** Copies of OUAC or OCAS transcript uploads **are not accepted. Official transcripts are required.**
- Contact **all schools** that you attended to request your transcripts
- Attended a DSBN secondary school more than 5 years ago?
Before you apply, please use the link to request your transcript
<https://www.dsbn.org/records/ordering-instructions>
Processing Time: 5-7 business days; longer during peak periods

NEW to DSBN:

Documents that will be requested when you complete the application:

A) Canadian Citizen Born in Canada

- Birth Certificate **and** Canadian passport details page

B) Canadian Citizen Born in Another Country

- Birth Certificate, Passport details page and page with date of entry into Canada
- Please see Credential Assessment Evaluation support section below

C) Permanent Residents

- Birth Certificate
- Passport details page and page with date of entry into Canada
- Front and back of permanent resident card AND passport page including date of entry to Canada
- You will need to provide a copy of Level 6 results in all 4 areas (Reading, Writing, Speaking & Listening)

To book a language assessment, please contact:

Coordinated Language Assessment and Referral System - YMCA of Niagara [Coordinated Language Assessment and Referral System - YMCA of Niagara](#)

- **Need support for language 6 results?**

Contact:

Niagara Folk Arts Multicultural Centre

<https://www.folk-arts.ca/programs/settlement-services>

85 Church St., St. Catharines L2R 3C7 Phone: 905-685-6589 ext. 225

- Please see Credential Assessment Evaluation support section below

D) Not a Canadian Citizen or Permanent Resident

Step # 1- Please contact the DSBN Welcome Centre to book an appointment.

welcomecentre@dsbn.org

Step # 2 – After you receive verification letters from the Welcome Centre, please note the following:

- If your DSBN Welcome Centre verification letter indicates that you need a study permit, please contact:

Niagara Folk Arts Multicultural Centre 85 Church St. St. Catharines, L2R 3C7 (905) 685-6589 x 225

<https://www.folkarts.ca/programs/settlement-services>

A copy of your study permit needs to be submitted with your application

Step # 3: You will need a copy of Level 6 Language Assessment results in all 4 areas (Reading, Writing, Speaking, Listening)

- **To book a language assessment, please contact:**
Coordinated Language Assessment and Referral System - YMCA of Niagara
[Coordinated Language Assessment and Referral System - YMCA of Niagara](#)

- **Need support for language 6 results?**

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Step # 4: Visit DSBN Lifetime Learning Centre

<https://www.dsbn.org/programs-services/adult-and-communityeducation/home>

- Complete and submit an application and attached.

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Credential Assessment Evaluation Support:

- Completed secondary school, high school, college, or university in your home country and have transcript and or other education documents from your home country?

Recommended but not required:

To convert your international documents to possible Canadian equivalency:

Contact:

World Education Services (WES)

[World Education Services: International](#) [Credential Evaluation for Canada \(wes.org\)](#)

OR

International Credential Evaluation for Canada (ICAS):

[Home | ICAS \(icascanada.ca\)](#)