

## 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](mailto: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](mailto: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**

- 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](mailto:welcomecentre@dsbn.org) (905)641-2928 extension 54152

**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 mail tracking receipt for your study permit or an email confirmation of your study permit application is required for the Lifetime Learning Centre 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?**  
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

**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 \(icascanada.ca\)](#)