

# Queen Margaret's School Application Checklist

In order to assist you with the application process, please review all of the information on this page. Please ensure that all required forms and documentation listed below are emailed to admissions@qms.bc.ca OR faxed to (250) 746-4187 OR mailed to Queen Margaret's School, 660 Brownsey Avenue, Duncan, BC Canada V9L 1C2.

## Application documents required:

- QMS Applicant and Family Information Form** - This form must include agency details (if applicable) and credit card information for the application and assessment fees.
- QMS Parent/Guardian Questionnaire** - To be completed in full by the Parent/Guardian.
- QMS Student Questionnaire** - To be completed by the student in their own words and in their own handwriting.
- QMS Evaluation from School Official Form** - To be completed by a current teacher who knows the student well and returned directly to admissions@qms.bc.ca.
- QMS Equestrian Program Application Form (OPTIONAL)**- To be completed by Parent/Guardian IF the student will be participating in the equestrian program.
- Report Cards (School Transcripts)** - A COPY of the most recent report from the current school year and the year-end school report for the previous school year.
- Birth Certificate** - A COPY of the student's birth certificate.
- Citizenship Document** - A COPY of a citizenship document (passport or landed immigrant papers, if applicable).
- Photograph** - A clear, colour, close-up photograph of the student. Digital images are preferred. No selfies please. We also welcome additional photos of the student with their families and pets.

Incomplete application forms or missing documentation will delay the admissions process. Applications are assessed in the order in which they are received. Families are encouraged to apply early as some classes fill quickly.

## The Admissions Interview

Parents will be contacted to schedule an interview between the student and one of our Admissions team. This will take place in person, via phone, Skype, Facetime or other method that is convenient for the family. For international students, further assessment of English language proficiency may be requested.

The student's interests and questions are important to us. Students are encouraged to prepare a list of questions to ensure that we address the issues most important to them.

## Admissions Decisions

The Admissions Office will notify all applicants of its decision upon receipt of all application materials above, and when assessment has been successfully completed. All applications are subject to admissions assessment and available space.

## Registration

A place is reserved for each student after acceptance and upon the return of a completed QMS Registration Agreement, along with the appropriate non-refundable deposit.

## Visas for International Students

Upon acceptance and payment of fees, the school will issue a Letter of Acceptance needed to obtain the student's visa. This Letter, along with the visa application, must be taken to your nearest Canadian Consulate or Embassy. Visas can take up to 12 weeks to process, so early payment of fees and visa application are recommended.

*Students who do not possess Canadian or US citizenship **must** arrive at the school with a valid Student Visa.*

If the school has received full payment and a student is subsequently refused permission to enter Canada by Canadian Immigration authorities, all fees, with the exception of the application fee, will be returned. In this event, a copy of the Immigration Canada letter of decision must be sent to the school immediately in order to initiate the refund of fees.

