

Work Permit

NOTE: Required Documents must be colour scanned of original documents

Primary Parent Information

Type of Document	Requirement	
Passport	YES	
Work Permit	YES	1. Must be valid for one year or longer. 2. If the Work Permit is the employer specific, the location should be in Central Okanagan
Proof of Employment	YES	1. Letter of employment addressed to Central Okanagan Public Schools and dated within two weeks of application. Letter should include details such as the job title, confirmation of full-time status, description of responsibilities, term of work, work location, and be signed by a company official. 2. Proof of wages for three pay periods, generally from pay stubs.

Secondary Parent Information

Type of Document	Requirement
Passport	If this parent is living with the student in Kelowna
Work Permit or Visitor Record	
Custody or Other Legal Document(s)	If second biological parent doesn't live with the student permanently
Notarized Letter of Permission to Travel	If second biological parent didn't travel with the student in Kelowna

Student Information

Type of Document	Requirement
Passport	YES
Study Permit or Visa page on Passport	YES
Birth Certificate	YES
Parents' Marriage Certificate	May require if parent's last name in student's Birth Certificate is not the same as in PR or Passport.
Grade 10/11/12 Report Card/ Transcript	If applicable and be translated into English
BC Medical Services Card (both sides) or Confirmation of Submission Letter to MSP	YES

Proof of Residency in Okanagan

Notes: All the documents must show at least one parent's name and the same Okanagan address on them.

Option 1:

Requirement Document		
- Purchase Agreement, with all pages present -or - Rental Agreement, with all pages present -or - A Letter of Residency proving a family or friend is hosting. Both this letter and proof of home ownership by the host need to be notarized	+	Parent's BC Medical Services Card (both sides)

Option 2:

Requirement Document		
- Purchase Agreement, with all pages present -or - Rental Agreement, with all pages present -or - A Letter of Residency proving a family or friend is hosting. Both this letter and proof of home ownership by the host need to be notarized	+	Parent's Confirmation of Submission Letter to MSP
+ 2 Additional Supporting Documents Listed Below - BC Address on Utility Bill (<i>note: mobility bill is not acceptable</i>)-or - BC Car Registration -or - BC Driver's License -or - BC Identity Card -or - Pay-cheque -or Letter of Employment -or Home Insurance		