

LIVING ARRANGEMENT DOCUMENTATION FOR INTERNATIONAL STUDENTS

***The following information does not apply to students in our homestay program through Canada Homestay Network.**

For private living arrangements where a parent will not be living in Saskatoon during the study period, **custodianship must be assigned**.

The custodian must be at least 25 years of age or older and a Canadian Citizen or Permanent Resident of Canada. This requires a 2-part document to be submitted: one part from the parent assigning custodianship and one from the custodian accepting custodianship. Both documents must be notarized by a Notary Public in the country of origin.

TERMINOLOGY

Parent(s): Student's natural parent(s) or legal guardian in home country.

Custodian: The person designated by the parent(s) to be responsible for the care of their minor child in their absence while the child is studying in Saskatoon.

Custodian's Designate: The person designated by the parent(s) in consultation with the custodian to provide day-to-day care for the student, in the case where the student is not living with the custodian.

Please note: the word **guardian** is often confused with custodian. When talking about the temporary care of a minor child assigned by the biological parent in the home country, the correct word is **Custodian**.

FORMS REQUIRED WITH APPLICATION PACKAGE:

Student Living with Parent(s)

- Accompanying Parent Agreement (p. 3)
- *No other custodianship documents required*

Student Living with Custodian

- Custodian Letter of Agreement (p. 4)
- IRCC Custodianship Declaration (p. 5-6)

Student Living with Custodian's Designate

- Complete all documents for Custodian **PLUS**
- Custodian's Designate Form (p. 7)



SIE CUSTODIANSHIP GUIDELINES

Before choosing a custodian for your child or before accepting custodianship for a minor child, please ensure you have read and fully understand the following expectations. By assigning or accepting custodianship, **you are confirming that you have read and agree with all the guidelines indicated here.**

A Custodian shall:

- be 25 years of age or older.
- be a Canadian Citizen or Permanent Resident.
- be a full-time resident in the city of Saskatoon.
- ensure that the school and Saskatoon International Education (SIE) have up to date custodian contract information on record (address, phone numbers, email, English speaking contact).
- be easily accessible at all times.
- be in contact with biological parent(s)/legal guardian(s) in times of emergency.
- understand that you are acting as the student's parent(s) and have discussed expectations with the biological parents regarding homework, behavior, free time, curfews and anything else to do with the smooth operation within your home.
- sign papers and permission forms from the school.
- attend disciplinary meetings called by the school administration (suspensions) or SIE if required.
- attend parent/teacher interviews regarding the student's progress, concerns, and educational planning for the student.
- provide support/encouragement for the student by attending performances, sporting events, etc.
- provide the school with a notice in writing if the custodian will be absent from the city, detailing the length of absence and the alternate arrangements (including full contact information) that have been made.
- act as a liaison between the school and the parent(s)/legal guardian(s).
- attend any school or SIE appointments for the student, which will help clarify the role of the custodian, the expectations of the school, and the Saskatchewan school program.
- assist in setting up any appointments (medical, mental health, etc.) needed for the student and attend those appointments with the student.
- take an active role in supporting the student.
- be accountable for making alternate arrangements (in discussion with the biological parent(s)/legal guardian(s)) in the case where the current custodian is no longer able to continue with custodianship for any reason. SIE is not responsible for arranging alternate care of the student but must be kept informed of all changes and arrangements.

ACCOMPANYING PARENT AGREEMENT

Dear Parent(s):

Based on the information you provided in the international student application form, you will be moving to Saskatoon with your child to live here while he/she studies. We commend you on this decision as this will provide excellent support for your student as they take on this new adventure.

Please note the following conditions:

- You understand that your indication you will be living with your child while he/she studies in Saskatoon means you will be living here ***permanently for the entire duration of his/her studies***. Please note you will need to provide proof that you have lived here when you apply to extend the study permit and visitor visa.
- You understand the importance of informing your child’s school and SIE of any changes in living arrangements and status.
- If your situation changes for any reason and you will not be living with your child, you understand that we need notarized custodianship documents to be submitted. ***This is mandatory***. Without these documents, there is no one who is legally responsible for your child’s care and wellbeing. To find out more about the required documents, please call our office at 306-683-8425.

Students – Grades 1 to 6	Students – Grades 7 to 12
<ul style="list-style-type: none"> • If you are not living in Saskatoon, your child can live with a biological (blood) relative such as an aunt, uncle or grandparent. This relationship needs to be verified by a birth register or other document. • This person must be at least 25 years of age and a Canadian Citizen/Permanent Resident. 	<ul style="list-style-type: none"> • If you are not living in Saskatoon, your child can live with a custodian of your choosing. • This person must be at least 25 years of age, be a Canadian Citizen/Permanent Resident and satisfy all criteria as set out in our Custodianship Guidelines.

- You (or any future custodian you appoint) have read SIE's **Custodianship Guidelines** (p. 2).
- You understand that your child may be transferred to another school if there is a move outside of the school’s designated boundary.

Your signature indicates you have read, understood and accept the guidelines and expectations outlined in this document and signifies that all information provided is complete, true and accurate.

Parent Name (print)

Student Name

Parent Signature

Date

Custodian Letter of Agreement

At Saskatoon International Education (SIE), our primary concerns are the safety and wellbeing of all students. According to the application submitted, this student will be living with the appointed Custodian. This document confirms that the daily care and safety of the student will lie with the Custodian (herein referred to as the **Custodian**).

This letter certifies that I, _____, will assume the position of **Custodian** for the student named below registered through Saskatoon International Education within Saskatoon Public Schools during the period beginning _____ to the completion of the student's study in Saskatoon Public Schools. I, _____, have read and understand SIE's **Custodianship Guidelines** (p. 2).

Student's Name (LAST NAME, First Name): _____

Custodian's Name: _____

Address: _____

Phone Number: _____ Email: _____

The **Custodian** must follow these guidelines:

- Be at least 25 years of age;
- Be a Canadian citizen or Permanent Resident;
- Ensure that the school and SIE have current contact information on record (i.e., address, cell number, e-mail, English speaking contact);
- Along with the natural parent(s), ensure that SIE and the school are notified of any changes to the living arrangements;
- Be easily accessible at all times;
- Be in contact with the natural parent(s) in times of emergency;
- Ensure papers and permission forms from the school are signed;
- Provide support and encouragement for the student at all times;
- Act as a liaison between the school and the natural parent(s);
- Ensure an understanding of the expectations of SIE, the school, and the Saskatchewan school program;

This is not a complete list and ultimately the full and comprehensive care of the student is the responsibility of the **Custodian**.

Your signature indicates you have read, understood and accept the guidelines and expectations outlined in this document and signifies that all information provided is complete, true and accurate.

Parent's Signature

Date

Custodian's Signature

Date



CUSTODIANSHIP DECLARATION - CUSTODIAN FOR MINORS STUDYING IN CANADA

STUDENT INFORMATION

Family name	Given name(s)	Citizenship	Date of birth Y M D	Gender <input type="checkbox"/> F Female <input type="checkbox"/> M Male <input type="checkbox"/> X Another gender
Name and address of school in Canada				
Address where student will reside in Canada				

PARENTS/GUARDIANS INFORMATION (Preferably from both parents/guardians)

	Parent/Guardian 1		Parent/Guardian 2	
Full name	Family name	Given name(s)	Family name	Given name(s)
Date of birth	Y M D		Y M D	
Home address				
Telephone number				

CUSTODIAN INFORMATION

Family name	Given name(s)	Status in Canada <input type="checkbox"/> Canadian citizen or <input type="checkbox"/> Permanent resident	Date of birth Y M D
Home address			Telephone no.

The application of the official seal below confirms that the notary public has received evidence that the custodian is a Canadian citizen or a permanent resident, is over 19 years of age, and currently resides at the home address stated above.

I, _____ (name of custodian), hereby solemnly declare that I will undertake the full custodianship for the said student, _____ (name of student), during their stay in Canada, while under the age of majority in the province in which they reside. As a custodian, I have made the necessary arrangements for the care and support of the said student in place of the parents as appropriate. By signing this custodian agreement, I certify that I reside within a reasonable distance of the student's intended residence and school and will be able to fulfil my obligations as a custodian in the event of an emergency.

Signature of custodian

Date

Sworn before me at: _____ (city), in the province of _____ (province/territory), _____ country (if applicable).

This _____ day of _____ (month), _____ (year).

Signature of notary

OFFICIAL SEAL OF NOTARY PUBLIC



CUSTODIANSHIP DECLARATION - PARENTS/GUARDIANS FOR MINORS STUDYING IN CANADA

STUDENT INFORMATION

Family name	Given name(s)	Citizenship	Date of birth Y M D	Gender <input type="checkbox"/> F Female <input type="checkbox"/> M Male <input type="checkbox"/> X Another gender
Name and address of school in Canada				
Address where student will reside in Canada				

PARENTS/GUARDIANS INFORMATION (Preferably from both parents/guardians)

	Parent/Guardian 1		Parent/Guardian 2	
Full name	Family name	Given name(s)	Family name	Given name(s)
Date of birth	Y M D		Y M D	
Home address				
Telephone number				

CUSTODIAN INFORMATION

Family name	Given name(s)	Status in Canada <input type="checkbox"/> Canadian citizen or <input type="checkbox"/> Permanent resident	Date of birth Y M D
Current residential address			Telephone no.

My/Our child will reside: with the appointed custodian, in the school dormitory, or
 with another person: _____ (please provide name and indicate relationship).

I/We, _____ and _____ (names of parents/guardians),

the parents/guardians of the said student, _____ (name of student), hereby grant full custodianship to

_____ (name of custodian), during the student's stay in Canada, while they are under the age of majority in the province in which they reside. I have made the necessary arrangements for the care and support of the said student such that the custodian should act in the place of me/us, the parents. By signing this custodian agreement, I/We affirm that I am/we are satisfied the above appointed custodian resides within a reasonable distance of my/our child's intended residence and school and will be able to fulfil their obligations as a custodian in the event of an emergency.

 Signature of parent/guardian (1) Year Month Day Date Signature of parent/guardian (2) Year Month Day Date

Sworn before me at: _____ (city), in the province of _____ (province/territory), _____ country (if applicable).

This _____ day of _____ (month), _____ (year).

 Signature of notary

OFFICIAL SEAL OF NOTARY PUBLIC

Custodian's Designate Form

Terminology:

- Parent(s):** Student's natural parent(s) in home country
- Custodian:** The person designated by the parent(s) to be responsible for the care of their minor child in their absence, while the child is studying in Saskatoon.
- Custodian's Designate:** The person designated by the parent(s) in consultation with the custodian to provide day-to-day care for the student, in the case where the student is not living with the custodian.

Please note: the word **guardian** is often confused with custodian. When talking about the temporary care of a minor child, assigned by the biological parent in the home country, the correct word is **custodian**.

At Saskatoon International Education (SIE), our primary concerns are the safety and wellbeing of all students. According to the application submitted, this student will not be living with the appointed Custodian. This document confirms that the daily care and safety of the student will lie with the person appointed by the natural parents and the Custodian (herein referred to as the **Custodian's Designate**).

Student's Name (LAST NAME, First Name): _____

Custodian's Name: _____

Custodian's Designate Contact Information: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

The **Custodian's Designate** must follow these guidelines:

- Be at least 25 years of age;
- Be a Canadian citizen or Permanent Resident;
- Ensure that the school and SIE have your current contact information on record (i.e., address, phone number, e-mail, fax number, cell number, English speaking contact);
- Along with the Custodian, ensure SIE and the school are notified of any changes to the living arrangements;
- Be easily accessible at all times;
- Be in contact with the custodian in times of emergency;
- Forward papers and permission forms from the school to the custodian for signature;
- Provide support and encouragement for the student at all times;
- Act as a liaison between the school and the custodian;
- Ensure an understanding of the expectations of SIE, the school, and the Saskatchewan school program;

This is not a complete list and ultimately the full and comprehensive care of the student is the responsibility of both the Custodian and the Custodian's Designate.

Your signature indicates you have read, understood and accept the guidelines and expectations outlined in this document and signifies that all information provided is complete, true and accurate.

Parent's Signature

Date

Custodian's Signature

Date

Custodian's Designate Signature

Date