

# Application for Designation

## International Student Program

### Instructions

1. Please ensure that you have read the Saskatchewan Designation Framework for the International Student Program.
2. Please ensure all required supporting documents referenced on the attached checklist are included in the application package. A copy of all documents is required; applications will be rejected if only links to documents are submitted. Documents can be submitted electronically (as a PDF package) or in hardcopy.
3. Submit your completed application package to the Ministry of Advanced Education:  
**International Education Unit**  
Student Services and Program Development Branch  
Ministry of Advanced Education  
1120-2010 12th Avenue Regina, SK S4P 0M3  
Or by e-mail at [internationaleducation@gov.sk.ca](mailto:internationaleducation@gov.sk.ca).
4. The Ministry of Advanced Education will confirm receipt of your application submission within two (2) business days and will inform you of any missing information within five (5) business days of receiving the application package. Please note that the application will be processed ONLY when all required documentation is provided.

A. Institution Information	
Legal Name:	
School Name (if different than legal name):	
Street No.:	City/Town:
Province:	Postal Code:
Business Telephone No.:	Fax No.:
Website:	
Email:	
Contact Name of Institutional Officer Related to Application:	
Title:	
Business Telephone No.:	Fax No.:
Email:	

**B. Designated Institutional Representative (DIR)** - who will act as the primary contact with Immigration, Refugees and Citizenship Canada and the Ministry. Please indicate the name and contact information of your DIR.

Same as above (proceed to section C)

Contact Name:

Title:

Business Telephone No.:

Fax No.:

Email:

Street No.:

City/Town:

Province:

Postal Code:

**C. Institution Eligibility**

Physically located within the borders of the province of Saskatchewan

Yes  No

Designated for student loans as per section 18 of *The Saskatchewan Student Direct Loans Regulations*

Yes  No

Accredited by Languages Canada

Yes  No  N/A

Regulated by Transport Canada

Yes  No  N/A

Will the institution be providing any services to any other post-secondary educational institution for the fulfillment of the International Student Program?

Yes  No

If yes, provide a copy of the agreement between the post-secondary educational institutions verifying that another institution/entity provides services and supports to students and that these services and supports can be used to fulfill a requirement of the International Student Program - see section 2.6

**D. Declaration**

I certify that the information provided is accurate and I agree to abide by the *Saskatchewan Designation Framework for the International Student Program* and the *Immigration and Refugee Protection Regulations*.

Printed Name:

Signature:

Date:

**Document Checklist**

1. Read the *Saskatchewan Designation Framework for the International Student Program* to fully and accurately complete the checklist. The Framework is listed below beside each criterion for easy reference.
2. Gather your documents in the order of the checklist and check (√) each item. If one document is fulfilling multiple criteria (i.e., student handbook), highlight and tab the appropriate section to assist with the application review process. Also include a reference to the appropriate section (i.e., page number) in the comment box beside the corresponding criteria on the document checklist.

3. Include the checklist in the application package and ensure all supporting documents are included.

Designation Criteria	Comment
<p><b>Services and Supports</b> - see section 2.1</p> <p>A post-secondary educational institution must demonstrate that it has adequate administrative capacity to support international students. Post-secondary educational institutions must provide the following supports (directly or indirectly) through documentation provided to students:</p>	
<p><b>Assistance with housing</b> - see section 2.1 (a)</p>	<input type="checkbox"/>
<p><b>Health supports</b> - see section 2.1 (b)</p>	<input type="checkbox"/>
<p><b>Mental health supports</b> - see section 2.1 (c)</p>	<input type="checkbox"/>
<p><b>Academic counseling and life skills training</b> - see section 2.1 (d)</p>	<input type="checkbox"/>
<p><b>Information about community connections</b> - see section 2.1 (e)</p>	<input type="checkbox"/>
<p><b>References Immigration, Refugees and Citizenship Canada study section website</b> - see section 2.1 (f)</p>	<input type="checkbox"/>
<p><b>Harassment, discrimination prevention and conflict resolution services</b> - see section 2.1 (g)</p>	<input type="checkbox"/>
<p><b>Information about student advocates</b> - see section 2.1 (h)</p>	<input type="checkbox"/>
<p><b>International Student Advisor Role</b> - see section 2.2</p> <p>A post-secondary educational institution must have a designated individual, identified as a contact for students and the Ministry, who will be responsible for fulfilling the criteria of the International Student Program.</p>	
<p><b>Contact information of institution's International Student Advisor/Officer</b> - see section 2.2 (This information is included as Section B of the application form)</p>	<input type="checkbox"/>
<p><b>Policies and Processes</b> - see section 2.3</p> <p>The following policies/processes must be publicly accessible to the student at the time of application and in advance of any payments made by the student. The post-secondary educational institution may provide these policies to the student in written form or direct the student to a website where this information can be found.</p>	
<p><b>Application process for international students</b> - see section 2.3(a)</p> <ul style="list-style-type: none"> <li>Published application process;</li> <li>Location of the institution's application process; and,</li> <li>Application information sent to international students.</li> </ul>	<input type="checkbox"/>
<p><b>Tuition refund policies</b> - see section 2.3 (b)</p> <ul style="list-style-type: none"> <li>Published tuition refund policy; and,</li> <li>Published tuition policy for international students.</li> </ul> <p>Note: An institution may choose to apply the tuition refund policy for domestic students to international students. Clear reference is required in this case.</p>	<input type="checkbox"/>
<p><b>Foreign credential recognition policy</b> - see section 2.3 (c)</p> <ul style="list-style-type: none"> <li>Published foreign credential recognition policy;</li> <li>Confirmation of partnering institution or organization offering foreign credential recognition services (if applicable).</li> </ul>	<input type="checkbox"/>
<p><b>Language proficiency requirement policy</b> - see section 2.3 (d)</p>	<input type="checkbox"/>

Designation Criteria		Comment
<b>Student “good standing” policy - see section 2.3 (e)</b> <ul style="list-style-type: none"> <li>• Published appeal process/policy;</li> <li>• Published attendance policy;</li> <li>• Published grading policy;</li> <li>• Published evaluation criteria policy;</li> <li>• Published policy on academic dishonesty;</li> <li>• Published process on student dismissal; and,</li> <li>• Other policies that describe elements and standards that constitutes a student’s good standing.</li> </ul>	<input type="checkbox"/>	
<b>Internal dispute resolution process - see section 2.3 (f)</b>	<input type="checkbox"/>	
<b>Student withdrawal from the institution - see section 2.3 (g)</b>	<input type="checkbox"/>	
<b>Scholarships for international students (if applicable) - see section 2.3 (h)</b> <ul style="list-style-type: none"> <li>• List of available scholarships for international students; and,</li> <li>• Published scholarship application process.</li> </ul>	<input type="checkbox"/>	
<b>Revocation process - see section 2.3 (i)</b>	<input type="checkbox"/>	
<b>Student Records - see section 2.4</b> Post-secondary educational institutions must have a record retention policy that states that they keep academic and financial records indefinitely and student files after a student completes or discontinues his/her program. Schools are encouraged to maintain off-site back-ups.		
<b>Record retention policy - see section 2.4</b>	<input type="checkbox"/>	
<b>Marketing - see section 2.5</b> A post-secondary educational institution’s advertisements must not make representations that are false, deceptive or misleading. Any information that is given to potential students through the institution’s website or promotional materials must be representative of the true abilities and support of the institution.		
<b>Copies of promotional materials - see section 2.5</b>	<input type="checkbox"/>	
<b>Central Location of Support Services - see section 2.6</b> Policies, processes and services considered as designation criteria must be in one central location and easy for students to find. This central location may be on the post-secondary educational institution’s website, within a student guidebook, and/or in promotional material, as applicable.  Post-secondary educational institutions may partner with another post-secondary educational institution to meet the designation criteria as long as it does not impact the support for international students at the post-secondary educational institution. The services that will be shared must be verified through an agreement between the partnering institutions. Both post-secondary educational institutions must provide the Ministry with a copy of such agreement with their application for designation.		

Designation Criteria	Comment
<p><b>Location of information regarding services, policies and processes for international students</b> - see section 2.6</p> <ul style="list-style-type: none"> <li>• Links to the post-secondary educational institution’s website where the resources are located;</li> <li>• Links to an international student page on the post-secondary educational institution’s website; and/or</li> <li>• Location of an international student guide book.</li> <li>• A copy of the partnering agreement verifying shared services (if applicable).</li> </ul>	<input type="checkbox"/>
<p><b>Risk Mitigation Strategy</b></p> <p>Post-secondary institutions must develop a risk mitigation strategy, which includes an enrollment management strategy – see section 2.7.</p>	<input type="checkbox"/>